

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, March 11, 2024 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on March 11, 2024 at its water treatment plant in Cody, Wyoming.

PRESENT: Chairman Jim Mentock, Vice Chairman Bryan Lee, Treasurer J.R. Gonzales, Don Richards (via phone), Roy Holm, and Tim Sapp

ABSENT: Secretary Craig Sorenson

OTHERS PRESENT: Dexter Woodis, Manager; Dave Egan, Chief Plant Operator; Chad Bolken, Chief Pipeline Operator; Lynn Foote, Office Administrator; Tony Rutherford, NRWD

Chairman Mentock called the meeting to order at 10:02 a.m.

Minutes

Chairman Mentock requested approval of the February 12, 2024 board meeting minutes. Bryan Lee made a motion to approve the February 12, 2024 board meeting minutes as presented. Second by J.R. Gonzales. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman Mentock requested approval of the February 12, 2024 executive session minutes. Tim Sapp made a motion to approve the February 12, 2024 executive session minutes as presented. Second by Bryan Lee. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Bills

Chairman Mentock requested approval of the March 11, 2024 bills totaling \$89,906.68. There was a brief discussion regarding the bills. Bryan Lee made a motion to approve the March 11, 2024 bills as listed. Second by Roy Holm. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Public Comments

None.

SMP Master Plan

Nothing new to report.

ARPA (SLIB) grant request

SMP's grant request was fully funded, and the project must be completed by December 31, 2026. Some basic engineering services have started per SLIB's approval, but substantial work will take place after the agreements have been accepted by SMP and the SLIB board. SLIB indicated they mailed the agreement to SMP last week, so we should be receiving it soon. Once it is received, we will send it to SMP's attorney, Tracy Copenhaver, for review. He will also draft a letter to the Town of Lovell indicating they have no liability in the project as the project sponsor.

Roy Holm made a motion to approve the agreement and the letter to be sent to the Town of Lovell and to authorize the Chairman and the Secretary to sign the SLIB agreement and letter to the Town of Lovell contingent on both being approved by SMP's attorney. Second by J.R. Gonzales. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

LDS Temple site pipeline protection

The LDS church is still planning on building a temple on Skyline Drive with the entrance road being placed over our pipeline. Last month they responded to and signed our agreement sent in August 2023 stating they would be responsible for all costs associated with protecting the pipeline. They have asked us to have our engineer do the analysis, but to not access the project site. Therefore, our engineer has not been able to do the analysis. We have not heard back from the LDS church since last month, so a meeting between SMP and the LDS church has not taken place yet.

Preliminary Budget FY-2025

The Manager presented the board with the preliminary budget for FY-2025, and the board discussed various line items. No decisions were made.

Chief Plant Operator's Report

- The Chief Plant Operator reported that things are running well and presented an overview of the Monthly Production Summary report.
- Production for February was down 11% from January. February water usage was up 2.97% from last year.
- Chemical costs for February were down 2% from January, but were up 18.7% from last February due to inflation.
- Overtime was up in February due to the PLC and RTU/radio upgrade project.
- A cyber security company did a walk through and evaluated our system/equipment to provide us a proposal for their various cyber security and IT services. The proposal is not available yet.
- Bob has been working on the PLC and RTU/radio pipeline upgrades with a few issues. We have been working through them, but Bob will continue to work on finding a long-term solution to the issues.

Chief Pipeline Operator's Report

- The Chief Pipeline Operator reported that the pipeline is running smooth with winter flows.
- Currently waiting on Miller's Fabrication to replace the mixer in the Frannie tank.
- The new pipeline truck has arrived and is being set up for operation.
- Chad completed a two-day line locator course in Lovell recently, and he is now a certified locator. Excellent course – highly recommend.

Manager's Report

- WYO-STAR interest for February has not been posted yet. WYO-STAR I interest for January was 4.328%. WYO-STAR II interest for January was 1.193%.
- Water use figures for February were down 0.69% over last February, and down 3.81% for the fiscal year.
- The State of Wyoming Auditor's office has announced a training for handling public funds that needs to be completed by all board members of governmental agencies before June 30, 2024. Lynn Foote will email the information and online training course out to the board members for completion.
- The Manager discussed two contracts that need to be signed. The first is for Plan 1 regarding the chemical storage tank upgrade. The second is a class action lawsuit regarding PFAS through Wyoming Association of Rural Water Systems. Both contracts have been reviewed and approved by SMP's attorney. The board discussed the contracts and approved signatures for both.
- We advertised in the local newspapers the entire month of February to hire a new operator. Some applicants have licensing and some do not, but we advertised from entry level up to a Level IV license. We received 21 resumes, interviewed 9 applicants, and officially offered a job to 1 licensed operator which was rejected due to the wages offered. Then, we unofficially offered an entry level position to another applicant, and that offer was rejected due to the residency requirement of living within 30 minutes of the plant. We started an online hiring ad for a licensed operator through AWWA on March 1st to run for 30 days. So far, we have received 0 resumes through AWWA. The board briefly discussed the hiring situation. The board then requested the residency requirement policy be added to the agenda next month to be discussed and reviewed along with everyone's input.

Other Business

None.

Executive Session – Personnel

At 10:48 a.m. Tim Sapp made a motion to move into executive session to discuss a personnel matter, per Wyoming Statute 16-4-405. Second by Bryan Lee. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Dexter Woodis, Dave Egan, Chad Bolken, Lynn Foote, and Tony Rutherford withdrew from the meeting, and the executive session commenced.

Dexter Woodis returned to the meeting at 11:04 a.m.

No decisions were made.

At 11:18 a.m. the board resumed the regular meeting.

Adjourn

At 11:19 a.m. Byan Lee made a motion to adjourn the meeting. Second by Roy Holm. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman

Attest: _____
Secretary