

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, June 10, 2024 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on June 10, 2024 at its water treatment plant in Cody, Wyoming.

PRESENT: Chairman Jim Mentock, Vice Chairman Bryan Lee, Secretary Craig Sorenson, Don Richards, Roy Holm, and Tim Sapp

ABSENT: Treasurer J.R. Gonzales

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 10:00 a.m.

**Minutes**

Chairman Mentock requested approval of the May 13, 2024 board meeting minutes. Craig Sorenson made a motion to approve the May 13, 2024 board meeting minutes as presented. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

Chairman Mentock requested approval of the May 13, 2024 executive session minutes. Don Richards made a motion to approve the May 13, 2024 executive session minutes as presented. Second by Roy Holm. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

**Bills**

Chairman Mentock requested approval of the June 10, 2024 bills totaling \$179,640.97. There was a brief discussion regarding the bills. Don Richards made a motion to approve the June 10, 2024 bills as presented. Second by Roy Hom. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

**Public Comments**

None.

**Public Hearing for the FY-2024 Budget**

At 10:00 a.m. Chairman Mentock opened the public hearing for the FY-2025 Budget for comments. Chairman Mentock closed the public hearing for the FY-2025 Budget at 10:05 a.m.

**SMP Master Plan**

The manager stated that Jeff Rosenlund from DOWL along with Lonnie Olson from Wyoming Water Development asked if the board would like the monthly update meetings to take place during our monthly board meetings. The board expressed interest in having the updates be part of the board meetings if they can be shortened to 10 minutes once the project starts moving along later this year. Until then, the board will continue to be updated by the manager.

**ARPA (SLIB) grant request**

SMP's grant request was fully funded, and the project must be completed by December 31, 2026. Per our attorney, the Town of Lovell is not named as a party to the ARPA grant agreement, so there is no reason for it to be indemnified as a sponsoring governmental agency. The Mayor and Town Council of Lovell would like reassurance in the format of a formal letter anyway. Don Richards suggested that a letter to the Town of Lovell from the attorney already existed. The manager was not aware of this letter, so he will work with the attorney on this issue.

Engineering Associates wanted to go to bid on part of the project last month. This did not happen, so they are now planning to go to bid this month. The tentative timeline is that the gravity wall would be completed this fall with the filters being installed over the winter months.

### **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. In February 2024, they responded to and signed our agreement sent in August 2023 stating they would be responsible for all costs associated with protecting the pipeline. There is still an ongoing lawsuit regarding the building of the temple, but the church is starting to move forward with planning and engineering. Our engineers will be working with the church's engineers as needed to protect our pipeline.

### **Amend the FY-2024 Budget SMJWPB Resolution No. 2024-02**

As a result of multiple new hires and multiple retirements, we will exceed the amounts budgeted necessitating an amendment to the budget:

1. Decrease the Machinery & Equipment expense line item by \$4,500.00 from \$173,500.00 to \$169,000.00.
2. Increase the Board Expenses expense line item by \$2,500.00 from \$7,500.00 to \$10,000.00.
3. Increase the Education expense line item by \$2,000.00 from \$13,000.00 to \$15,000.00.

There is no change in the bottom line of the budget.

Don Richards made a motion to approve SMJWPB Resolution No. 2024-02 which amends the FY-2024 budget as presented. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

### **Proposed FY-2025 Budget**

The Manager reviewed the proposed budget for the 2025 Fiscal Year. There was discussion on each line item. Craig Sorenson made a motion to approve the proposed FY-2025 budget as listed. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

### **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 May was up 33% from April. May water usage was down 13.31% from last May.
- Chemical costs for May were up 17% from April, but were down 2.76% from last May due to water quality.
- Water loss was up 51% from April, which is higher than usual leading us to believe there is a leak somewhere. The Chief Pipeline Operator will have more information on this leak in his report.
- The new security system project has started. Errol has been working on running wires, and we should receive the cameras from TCT later this month.
- The trees out front have been removed due to their deteriorating health. The current plan is to put in lighting for the flag pole and fly the U.S. flag.
- The lagoons have been cleaned out, and the operators will start swapping the lagoons in the next few weeks.
- We have not seen much change in turbidity, but with the rising temperatures we should see it soon.
- Steve Weaver is retiring, and his final day is June 21, 2024. With his departure, we only have 3 operators, including the Chief, qualified to run the plant. There will be some difficult scheduling to fill the gaps.

### **Chief Pipeline Operator's Report**

- The Chief Pipeline Operator reported that the pipeline is running smooth.
- Looking for the leak ourselves did not turn up anything, so we called in a leak detection expert. They also did not find anything, and they believe it is a SCADA issue. The Chief Plant Operator will continue to monitor, but the experts will be back to do another leak detection when their schedule allows.
- Continuing cathodic readings and vault work.
- The board complimented the Chief Pipeline Operator on the cleanliness of the pipeline and stations.

### **Manager's Report**

- WYO-STAR interest for May has not been posted yet. WYO-STAR I interest for April was 4.398%. WYO-STAR II interest for April was 2.459%.
- Water use figures for May were down 16.26% over last May, and down 5.28% for the fiscal year.
- The annual board BBQ is planned for July 8, 2024 following the board meeting.
- Tech Core's contract and proposal for their cyber security and IT services is currently being reviewed by the attorney.
- Per company policy, vacation balances must be at or below 240 hours by the end of the fiscal year or any excess will be forfeited. The manager stated that his balance will not be below the maximum. He requested to roll his excess of 31 hours over into the new fiscal year and have it down to the limit of 240 within the first two weeks of July. The board discussed and approved the roll over and for it to be used within the first two weeks of July.
- Holiday/Vacation Repayment
  - The employees have expressed they do not believe it is right to have to use vacation time to work the holiday or to take the full holiday off.
  - Currently, if an employee is operating on a holiday, they only receive 8 hours for the holiday, so if it is a 10- or 12-hour scheduled day, they have to use 2 or 4 hours of vacation to work their 10- or 12-hour shift. Employees who are not operating also only receive 8 hours for the holiday, so they also have to use vacation time to supplement their scheduled 10-hour day.
  - After discussing this issue with our accountant, he recommended that we stop this practice immediately for the operator working the holiday. He believes it is illegal to force them to use vacation to come into work. He also recommended we backpay the operators for every holiday they had to use vacation on while working the holiday for a minimum of 3 years.
  - The manager presented a spreadsheet outlining the last 9 years' worth of holidays that employees had to use vacation to work the holiday and requested backpay for the 9 years instead of the 3 suggested by the accountant.
  - The board discussed the issue, and would like to amend the policy to include language to specify whatever the work schedule is that is how many hours of holiday time off employees will receive. Example: If an employee is on an 8-, 10-, or 12-hour schedule, the employee will receive either 8, 10, or 12 hours of holiday time to match their regularly scheduled shift.
  - The board asked for the attorney to review this policy change and back pay, so they can re-address the issue at the July 8, 2024 meeting.
  - There were no changes made at this time.

### **Other Business**

None.

### **Executive Session – Personnel**

At 11:23 a.m. Bryan Lee made a motion to move into executive session to discuss a personnel matter, per Wyoming Statute 16-4-405. Second by Tim Sapp. AYE: Board Members Lee, Sorenson, Richards, Mentock, 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.

At 11:40 a.m. Dexter Woodis returned to the executive session.

No decisions were made.

At 11:53 a.m. the board resumed the regular meeting.

Bryan Lee made a motion to approve a 6.0% Cost of Living Adjustment effective July 1, 2024. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

**Adjourn**

At 11:54 a.m. Craig Sorenson made a motion to adjourn the meeting. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

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Chairman

Attest: \_\_\_\_\_  
Secretary