

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, July 8, 2024 - 10:00 A.M.

The annual meeting of the Shoshone Municipal Water Joint Powers Board was held on July 8, 2024 at its water treatment plant in Cody, Wyoming.

PRESENT: Vice Chairman Bryan Lee, Secretary Craig Sorenson, Treasurer J.R. Gonzales, Don Richards, Roy Holm, and Tim Sapp

ABSENT: none

OTHERS PRESENT: Dexter Woodis, Manager; Chad Bolken, Chief Pipeline Operator; Lynn Foote, Office Administrator; Tony Rutherford, NRW

Vice Chairman Lee called the meeting to order at 10:00 a.m.

Vice Chairman Lee asked for a moment of silence for the recent passing of Chairman Jim Mentock.

**Minutes**

Vice Chairman Lee requested approval of the June 10, 2024 board meeting minutes. Craig Sorenson made a motion to approve the June 10, 2024 board meeting minutes as presented. Second by Tim Sapp. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Vice Chairman Lee requested approval of the June 10, 2024 executive session minutes. Don Richards made a motion to approve the June 10, 2024 executive session minutes as presented. Second by Roy Holm. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

**Bills**

Vice Chairman Lee requested approval of the June 30, 2024 bills totaling \$137,707.91. There was brief discussion regarding the bills. Craig Sorenson made a motion to approve the June 30, 2024 bills as listed. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Vice Chairman Lee requested approval of the July 8, 2024 bills totaling \$29,920.74. There was a brief discussion regarding the bills. Roy Holm made a motion to approve the July 8, 2024 bills as presented. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

**Public Comments**

None.

**Election of Officers**

Following discussion regarding board officer nominations, Craig Sorenson made a motion to elect Roy Holm as Chairman for FY-2025. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Don Richards made a motion to retain the current slate of the remaining officers for FY-2025, as follows: Bryan Lee, Vice Chairman; Craig Sorenson, Secretary; J.R. Gonzales, Treasurer. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Vice Chairman Lee then handed the rest of the meeting over to newly elected Chairman Holm.

### **Selection of Paper of Record**

Bryan Lee made a motion to maintain The Powell Tribune as Shoshone Municipal Pipeline's paper of record. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

### **Designation of Depositories**

The Manager reminded the board that SMP currently has three depositories – First Bank of Wyoming, Pinnacle Bank, and WYO-STAR. SMP is only required to designate the depositories where it has money deposited, but may designate others as needed.

Don Richards made a motion to designate First Bank of Wyoming, Pinnacle Bank, and WYO-STAR as Shoshone Municipal Pipeline's depositories. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

### **Disclosure of Interest Form**

Chairman Holm requested all board members complete, sign, and submit their Disclosure of Interest forms which were included in the board packet to the Manager.

### **Conflict of Interest Reminder**

The Manager reminded the Board of SMP's Conflict of Interest Policy which requires all board members and employees to disclose any conflicts of interest and, in the event of a conflict, recuse themselves from all board discussions and decisions.

Bryan Lee announced he has a conflict of interest with Plan One Architects.

No other conflicts of interest were disclosed.

### **Proposed Holiday Policy Update**

There was discussion regarding the current holiday policy. Currently, employees operating on a holiday 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.

The board was presented with a draft policy updated and approved by the attorney to state: If a holiday lands on a regularly scheduled 8-hour day, the employee receives 8 hours of paid leave. If a holiday lands on a regularly scheduled 10-hour day, the employee receives 10 hours of paid leave. If a holiday lands on a regularly scheduled 12-hour day, the employee receives 12 hours of paid leave.

Bryan Lee made a motion to replace the current holiday policy with the proposed holiday policy as presented. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

### **Employee Vacation/Holiday Repayment**

In the past, employees operating on a holiday only received 8 hours for the holiday, so if it was a 10- or 12-hour scheduled day, they were required to use 2 or 4 hours of vacation to work their 10- or 12-hour shift. After discussing this issue with our accountant, he recommended that we stop this practice immediately. He believed it was illegal to force employees to use vacation to come into work. He also recommended we backpay the operators for every holiday they were forced to use vacation while working the holiday for a minimum of 3 years.

The manager presented a repayment proposal and requested backpay for all operators who were required to use their vacation to work a holiday since January 1, 2015. The attorney has reviewed and approved the proposed repayment. The board discussed the repayment proposal. Bryan Lee made a motion to approve the Vacation/Holiday Repayment as presented. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

### **SMP Master Plan**

A kick-off meeting has taken place, and SMP is currently gathering materials for DOWL. The monthly update meetings will take place on the first Thursday of each month at 8:00 a.m. The board is invited to attend, but the manager will continue to give an update at each board meeting as well.

### **ARPA (SLIB) grant request**

The attorney has reviewed the advertisement for bid for the site work part of the project. The bid opening will take place July 22, 2024 at 2:00 p.m. at SMP, and the bid award will take place July 29, 2024 through an action without a meeting.

The advertisement for bid for the filter valve portion of the project has also been reviewed by the attorney. The bid opening will take place August 5, 2024 at 2:00 p.m. at SMP, and the bid will be awarded at the board meeting on August 12, 2024.

Bryan Lee made a motion to approve Engineering Associates to put the filter valves out for bid contingent on the advertisement being approved by SMP's attorney. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Richards, 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. 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 have not been on site yet, but they are working with the church's engineers as needed to protect our pipeline.

### **Chief Plant Operator's Report**

- The Chief Plant Operator was absent, so the Manager presented an overview of the Monthly Production Summary report. Things are running well.
- Production for June was up 41% from May. June water usage was up 34.80% from last June.
- Chemical costs for June were up 35% from May, and were up 6.44% from last June.
- Water loss is still an issue we are addressing.
- Overtime was down this month, and operators moved to the 12-hour operations schedule last month.

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

- The Chief Pipeline Operator reported that the pipeline is running smooth.
- Bob Martin is working on the water loss issue. It might be a SCADA issue instead of a leak.
- Continuing cathodic readings and vault work.
- The Bureau of Reclamation has a project slated for 2026 which will be to construct a new bridge near the Hayden Arch Bridge below the dam. Core drills will take place in the next few weeks to test the bridge site. The new bridge site and core drills will not affect our lines, but the Chief Pipeline Operator will be on site during the drills to monitor.

### **Manager's Report**

- WYO-STAR interest for June has not been posted yet. WYO-STAR I interest for May was 4.326%. WYO-STAR II interest for May was 2.879%.
- Water use figures for June were up 33.86% over last June, and up 2.46% for the fiscal year.
- The annual board BBQ is today following the board meeting. An aerial photograph of the plant will be presented to Craig Barsness from the board for his retirement.
- Tech Core's contract and proposal for their cyber security and IT services has been reviewed and changes marked by the attorney and returned to Tech Core to review.
- The Manager presented the proposed step and wage brackets reflecting the 6% COLA approved at last month's meeting. Bryan Lee made a motion to approve the proposed step and wage brackets including the 6% COLA. Second by Craig Sorenson. AYE: Board Members Lee,

Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

**Other Business**

Craig Sorenson asked if there were any services planned for Jim Mentock. Lynn Foote has been in contact with Donna Mentock, and there will not be any formal services. If anything changes, Lynn will let the board know. SMP did send flowers and a card from the entire SMP board and staff to Donna last week. The board requested the manager to order a plaque for Jim's dedication to SMP and to give it to Donna.

**Adjourn**

At 10:41 a.m. Bryan Lee made a motion to adjourn the meeting. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

\_\_\_\_\_  
Chairman

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