



Sheridan Area Water Supply Joint Powers Board

MEETING MINUTES

April 11, 2007



A meeting of the Sheridan Area Water Supply - Joint Powers Board (SAWS-JPB) was called to order at the City Council Chambers City Hall at 5:31 pm. Chairman David Kinskey presided. A quorum of board members was present including: Vice Chairman Stephen Maier, Secretary/Treasurer Marc Ketcham, Commissioner Terry Cram, Commissioner Robert Rolston, and Councilor Robert Webster. Others present were: SAWS Administrator Jay Stender, Mike Cole (City of Sheridan), Steven Rucki (Rucki & Marshall CPA's), Dayton Alsaker (HKM), and members of the media and public.

I. CALL TO ORDER

- A. Chairman David Kinskey called the meeting to order at 5:31 pm.
- B. The meeting was recorded for transcription purposes.

II. APPROVAL OF AGENDA

Motion made to approve the meeting agenda as amended.

Motion made by: Robert Webster

Motion seconded by: Robert Rolston

Vote for approval: 6-0, motion carries

Discussion: To accommodate Mr. Rucki's busy schedule the board decided to move his quarterly presentation to item III.

III. QUARTERLY FINANCIAL STATEMENTS

Motion made to accept the quarterly financial statements as presented.

Motion made by: Stephen Maier

Motion seconded by: Robert Webster

Vote for approval: 6-0, motion carries

Discussion: The board briefly questioned Mr. Rucki after his presentation of the financial statements. Mr. Webster asked for more clarification specifically about interest expense. Chairman Kinskey came to the conclusion that SAWS is not carrying its weight operationally and that the loss will be greater this year than last year.

IV. REVIEW AND APPROVE MEETING MINUTES

Motion made to approve the March 14, 2007 meeting minutes as written.

Motion made by: Marc Ketcham

Motion seconded by: Stephen Maier

Vote for approval: 6-0, motion carries

Discussion: The board requested that meeting minutes in the future be shorter. The board notes will also be posted on the City's website.

V. TREASURER'S REPORT

Motion made to accept treasurer's report as presented.

Motion made by: Stephen Maier

Motion seconded by: Robert Rolston

Vote for approval: 6-0, motion carries

Discussion: None.

VI. PUBLIC COMMENTS

N/A

VII. OLD BUSINESS

A. Administrator's Report

Jay Stender presented his administrator's report to the board. He made note of the quarterly financial statements provided by Mr. Rucki, the memo he provided to the board on rate adjustments, SRF payments made this month, and the billing adjustment for Mr. Nelson.

Discussion: The board discussed if they should adjust the SAWS water bill for the Nelson's. The water pipe was damaged during the 20" water line construction and is leaking. The board decided to use historical use to adjust this user's water bill and also use it as a precedent for the future.

Motion made to approve the bill adjustment for Dennis Nelson.

Motion made by: Robert Rolston and Terry Cram

Motion seconded by: Terry Cram and Marc Ketcham

Vote for approval: 6-0, motion carries

B. Big Goose Water Treatment Plant

Discussion: The board was updated on the progress of the Big Goose Water Treatment Plant project. Mike Cole said that he should have a draft of the project agreement from the WWDC by the next meeting and construction probably won't begin until 2008.

Mailing: 224 South Main Street ☒ Suite B8 ☒ Sheridan, WY 82801

Physical: 901 West Brundage ☒ Sheridan, WY 82801

Phone: (307) 672-5280 ☒ Fax: (307) 675-1123 ☒ sawsjpb@actaccess.net

C. 20" Construction Update

Dayton Alsaker updated the board on the progress of the 20" water line. Pipe hasn't been laid for 2 weeks due to weather. In his opinion, the construction will continue through the summer and he expects there will be cleanup issues until the ground dries.

Discussion: Dr. Maier thanked Mr. Alsaker and HKM for the weekly meetings.

D. Rate Adjustments

Jay Stender recapped the board workshop on rate adjustments. He noted that Mr. Cole and Mr. Yates' presence and input was greatly appreciated. One major development from the meeting was the suggestion that portions from each water bill be allocated to a depreciation fund and a system repair fund. In addition to the basic rate adjustments, three other, important issues discussed were:

- 1) A change in tap application fees
- 2) A surcharge for use greater than 30,000 gallons
- 3) A fee for water service agreements

Discussion: The board discussed other options for revenue, ways to solve the depreciation burden, and a date and time to hold an informational meeting for the public. Commissioner Rolston said it is a number's game and there really isn't a reasonable way to adjust prices and let the 1,500 users carry the depreciation burden. Councilor Webster said that in addition to the depreciation burden, SAWS only has \$ 73,000.00 saved for repairs to the system, and should address this issue as well. The board checked their schedules and decided to hold two public meetings. The first will be held on April 18th at CTEL from 5:30 pm – 7:00 pm. The second meeting will potentially be held on April 28th from 9:30 am – 11:00 am (place to be determined).

VIII. NEW BUSINESS

A. Accounting Proposals

Motion made to accept the accounting proposal presented by Dooley & Jelly CPAs.

Motion made by: Stephen Maier

Motion seconded by: Marc Ketcham

Vote for approval: 6-0, motion carries

The board was provided with a copy of the accounting proposal submitted by Dooley & Jelly CPAs for a proof of cash and agreed upon procedures to be completed by May 15, 2007. This was the only firm to respond to the RFP sent by SAWS after the last meeting.

Discussion: The board agreed that Dooley & Jelly CPAs should be hired.

IX. EXECUTIVE SESSION

N/A

X. ADJOURNMENT

A. The meeting was adjourned at 7:00 pm by Chairman Kinskey.

APPROVED BY: _____

ATTESTED BY: _____