



# Sheridan Area Water Supply Joint Powers Board



## MEETING MINUTES

May 14, 2008

@ 5:06 pm

A meeting of the Sheridan Area Water Supply Joint Powers Board (SAWS-JPB) was called to order at the Sheridan County BOCC. Chairman Steve Maier presided over and convened the meeting. A quorum of board members was present including: Vice Chairman Marc Ketcham, Secretary Robert Webster, Treasurer Terry Cram, and Robert Rolston. Mayor Dave Kinskey arrived after the start of the meeting. Others present were: SAWS Administrator Jay Stender, Mike Cole (City of Sheridan), Bill Mentock, Dayton Alsaker, Tony Wendtland, Steve Rucki, and members of the media and public.

### I. CALL TO ORDER

A. Chairman Steve Maier called the meeting to order at 5:06 pm.

### II. APPROVAL OF AGENDA

**Motion made to approve the meeting agenda as amended. (no Executive Session to be presented).**

**Motion made by: Terry Cram**

**Motion seconded by: Marc Ketcham**

**Vote for approval: 5-0, motion carries**

### III. REVIEW AND APPROVE MEETING MINUTES

**Motion made to approve the April 9, 2008 minutes.**

**Motion made by: Bob Rolston**

**Motion seconded by: Marc Ketchum**

**Vote for approval: 5-0, motion carries**

Discussion: None.

#### IV. TREASURER'S REPORT & BUDGET TRACKER

**Motion made to accept the treasurer's report and budget tracker as presented.**

**Motion made by: Bob Rolston**

**Motion seconded by: Robert Webster**

**Vote for approval: 6-0, motion carries**

Steve Rucki of Rucki & Marshall, C.P.A.'s, P.C., presented the 1<sup>st</sup> Quarter Financial Report through March 31, 2008 to the SAWS-JPB. Mr. Rucki did not report any exceptions or problem areas in the report. He did inform the board that loss from operations had been offset by unrealized gains from investments. Board members were provided accounting records.

#### V. ADMINISTRATOR'S REPORT

##### A. USFS Twin Lakes Monitoring Report

Stender provided the SAWS-JPB an update related to USFS Twin Lakes Permit. Based on a decision by the Bighorn Forest our flushing strategy for the Twin Lakes has been changed (reduced in volume and duration) to match the USFS permit and true hydrologic conditions. This will change the "release" of water in early spring for sediment related flushing. Thus allowing Twin Lakes to store about 1400 acre feet of water that normally would have been flushed. Copies of the USFS correspondence were provided to board and within the Twin Lakes Files.

##### B. 20" Water Line Update/Contract

Mr. Dayton Alsaker, of HKM Engineering, informed the board that currently contractors are working on projects from Beckton Hall Rd. to Fry Dr., and the Sheridan County Airport area. Clean up for the project is moving forward as weather permits. Reclamation of roads is anticipated to be the last of the contacted activities.

##### C. WWDC-Level II Lake DeSmet Public Water Supply

Stender approached the board to determine interest in apply to WWDC for Level II study in the Fall of 2008 to look seriously at Lake DeSmet as a potable water source. Mr. Alsaker stated that HKM Engineering is currently performing a Level I study which addresses SAWS, Lake DeSmet and City of Buffalo. A portion of this study is the early information about Lake DeSmet. The report for the Level I study should be ready by the June for board discussion. A decision could then be made to consider applying for Water Development Funding with a Level II study to address long term water issues especially the use of Lake Desmet..

Mayor Dave Kinsky questioned the prioritization of long term water supply options as identified within the study. Mr. Alsaker informed the board of a prioritization of potential long term water choices in the order of Sawmill, Park, Gillespie, and Lake DeSmet. The deadline for applying for new projects with the WDC is August 15, 2008. The deadline for follow up

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

projects is September 15, 2008. Mr. Alsaker suggested that a representative from the WWDC address the board. Jay Stender will try to arrange this meeting sometime in June. Tony Wendtland also informed the board that current litigation in a WY versus MT case may affect the Twin Lakes project. Mr. Wendtland stated that he will be able to present more information on this subject later this summer.

## VI. COMMENTS FROM THE PUBLIC

None.

## VII. OLD BUSINESS

### A. Big Goose Water Treatment Plan—Contract for Engineering

Stender informed the board that the ability to contract is delayed due to some questions from WWDC about the project. This project is part of a WWDC Grant application orchestrated by the City of Sheridan. Kinskey questioned as to whom the project manager would be for this project, stating that Jay should manage the project in the beginning and later Mike Cole would take over. SAWS has made a commitment of 50K to this project for the front end of the study. Management and Jay feels that the City of Sheridan should manage the project which may cover a 3 to 5 year period. There was no motion made concerning action on this agenda item.

### B. Girls School Road—Repair and Funding

Information concerning the repair of an existing leak on Girls School road was presented to the board. The information (in the board packet) contained two proposals for the completion of the repair. This repair is to be funded by the City of Sheridan and SAWS-JPB equally.

**Motion made to accept the repair proposal from Fletcher Construction in the amount of \$78,100 with pipe supplied by the City of Sheridan, splitting the cost 50/50 between the City of Sheridan and SAWS-JPB.**

**Motion made by: Robert Webster**

**Motion seconded by: Bob Rolston**

**Vote for approval: 6-0, motion carries**

### C. Annexation Issue

Steve Maier asked the board members for discussion on potential action concerning the SAWS ownership agreement with regards to annexation. Mr. Webster stated that he wants more specific questions to be addressed, such as infrastructure needs, joint ownership, and new water development. Steve Maier suggested that a joint meeting with the City of Sheridan and Sheridan

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County representatives should be held. It was suggested that Jay would schedule a workshop with these parties on the discussion points and the possible formulation of a motion concerning this matter. Those involved will be provided with this information at a later date to be determined. However, no motion was made concerning this issue so no further action was taken.

## VIII. NEW BUSINESS

### A. Budget Draft

A draft proposal of the FY 2008-2009 budget was presented to the SAWS-JPB Board. Jay pointed out some of the key changes of this budget. Changes included a 5% increase projected by the City of Sheridan for operating expenses, increased auditing expenses, 50K carried over for Big Goose water tank project, cost of a possible full time administrative assistant position, and a savings in the cost of Twin Lakes permitting. The line item for “Vehicle Gasoline and Maintenance” will be removed since SAWS does not currently own a vehicle. Mayor Dave Kinskey also reminded the board that the City of Sheridan will pay 2/3 of the cost of reservoir assessments. A voucher will be provided by SAWS to the City of Sheridan for this reimbursement. No motion was made on the budget at this time, since only a draft document was presented.

### B. Rules and Regulation for Operation of SAWS

Tony Wendtland provided the board member with two sets of draft documents for the rules and regulations for the operation of SAWS. He informed the board that if any changes were made that there would be a 45 day period for public comments before new rules could be enacted. Mayor Dave Kinskey asked to be provided with the red lined draft copy, which Jay will have emailed to him. After discussion Mayor Kinskey stated that he felt that the changes should not be made at this time.

**Motion made to accept the rules draft clean copy with the inactive tap fee section omitted.**

**Motion made by: Bob Rolston**

**Motion seconded by: Marc Ketchum**

**Vote for approval: 3-3, motion failed**

### C. V.O. Gold Properties—Contingent Water Services Agreement

The water service agreement for V.O. Gold was presented to the board. Jay Stender informed the board that V.O. Gold has met their responsibilities concerning this agreement. Mayor Dave Kinskey questioned the section concerning the number of lots or equivalent lots to be built. Only 12 lots are to be in the development so the section concerning equivalent lots does not apply and will be stricken from the document.

**Motion made to accept the V. O. Gold Contingent Water Services Agreement.****Motion made by: Dave Kinsky****Motion seconded by: Marc Ketchum****Vote for approval: 6-0, motion carries**D. Bischoff Water Leak

A letter concerning a leak at Bischoff Veterinary Service was presented. Dr. Bischoff has asked for consideration of the increase on his water bill after a recent water leak.

**Motion made to waive the amount of Dr. Bischoff's water bill with the exception of their normal usage.****Motion made by: Terry Cram****Motion seconded by: Bob Rolston****Vote for approval: 6-0, motion carries**E. Other

Mayor Dave Kinsky inquired about possible foreclosure proceedings concerning Maxine Helen on Pierce Road. Jay informed the board that this issue was addressed by a letter to Ms. Helen in an earlier board packet.

## IX. EXECUTIVE SESSION

None

## VIII. ADJOURNMENT

**Motion to adjourn the April Meeting at 7:00 p.m.****Motion by: Robert Webster****Motion Seconded by: Bob Rolston****Vote for Approval: 6-0, motion carries**

APPROVED BY: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_