



# Sheridan Area Water Supply Joint Powers Board



## MEETING MINUTES

Sept. 10, 2008

@ 5:00 pm

A meeting of the Sheridan Area Water Supply Joint Powers Board (SAWS-JPB) was called to order at the City of Sheridan council room. Chairman Steve Maier presided over and convened the meeting. A quorum of board members was present including: Terry Cram, Bob Rolston, and John Bigelow. Marc Ketcham and Mayor Dave Kinskey were absent. Others present were: Dayton Alsaker, Mike Cole, Tony Wendtland and members of the media and public.

### I. CALL TO ORDER

A. Chairman Steve Maier called the meeting to order at 5:15 pm.

### II. APPROVAL OF AGENDA

**Motion made to approve the Sept. 10, 2008 meeting agenda as amended.**

**(Add the following items to New Business: election of secretary, Ferries leak request, and Level II study information from Mike Cole)**

**Motion made by: John Bigelow**

**Motion seconded by: Terry Cram**

**Vote for approval: 4-0, motion carries**

### III. REVIEW AND APPROVE MEETING MINUTES

**Motion made to approve the August 13, 2008 minutes.**

**Motion made by: Bob Rolston**

**Motion seconded by: John Bigelow**

**Vote for approval: 4-0, motion carries**

Discussion: None.

#### IV. REVIEW AND APPROVAL OF THE TREASURER'S REPORT & BUDGET TRACKER

A. Accounting records for transactions in through Sept. 5, 2008.

**Motion made to accept the September 2008 treasurer's report and budget tracker as presented.**

**Motion made by: Bob Rolston**

**Motion seconded by: Terri Cram**

**Vote for approval: 4-0, motion carries**

Discussion: None.

#### V. COMMENTS FROM THE PUBLIC

None

#### VI. OLD BUSINESS

A. SAWS Administration-Steve Maier presented a proposal from the screening committee who met with representative of two firms who responded to requests for proposals to perform SAWS administrative responsibilities. The consensus of the committee was to recommend that the SAWS-JPB Board enter into a contract for professional service, not to exceed \$8,000 per month, with David Engels of EnTech.

**Motion was made to enter into a contract for professional service, not to exceed \$8,000 per month with David Engels of EnTech.**

**Motion made by: Bob Rolston**

**Motion seconded by: John Bigelow**

**Vote for approval: 4-0, motion carries**

B. 20" Line Update-Dayton Alsaker of HKM, informed the board that landowner issues are currently being addressed. A punch list of items to be corrected has been provided to the contractor; however a response to this list has not been received back from the contractor. In addition HKM is in the process of securing a contractor to repair items that were not included in the original project. Mike Cole stated that these items are well below the retainage amount.

## VII. NEW BUSINESS

- A. Water Rates-Large Meters-Mike Cole presented a memo concerning alternative water rate schedules for large meters (in board packet). Mr. Cole stated that he does not have a recommendation at this time as to how to proceed. However he does feel that the SAWS-JPB should look at the Sheridan County Comprehensive Plan and possibly have an outside consultant look at how to structure large meter accounts.

Tony Wendtland stated that he felt that this would be a good time to revisit the SAWS-JPB rule changes, as any changes to water rate or fees would require a 45-day public notice period. Tony prefers the rates to be charged based on the size of the meter and not the category of the user.

Steve will have the proposed rule changes distributed to the board so that the board can discuss the proposed changes with the new SAWS Administrator.

### B. Customer Requests

1. Price Leak Adjustment Request-Mr. Price presented a letter to the board concerning a leak repair (contained in board packet). Steve Maier went over the rules section stating that these repairs would be the responsibility of the customer. Steve and the other board members would like Tony Wendtland to look at this information and make a recommendation to the board as to how to proceed at the next board meeting. No other action was taken on this matter
  
2. Cross Leak Adjustment Request-A copy of a plumbing repair invoice and water bill was presented on behalf of Mr. Cross(contained in board packet).

**Motion was made to issue a credit in the amount of \$135.55 as a leak adjustment.**

**Motion made by: Terry Cram**

**Motion seconded by: Bob Rolston**

**Vote for approval: 4-0, motion carries**

3. Ferris Leak Adjustment Request-A copy of a plumbing repair invoice, letter and water bill was presented on behalf of Mr. Ferris. The leak was just repaired and the customer may receive another large bill.

**Motion was made to table this issue and waive any penalty or fees so that the next bill may also be reviewed by the board.**

**Motion made by: John Bigelow**

**Motion seconded by: Terry Cram**

**Vote for approval: 4-0, motion carries**

C. Cross Creek Estates Contingent Water Service Agreement-The agreement on file was presented to the SAWS-JPB Board.

**Motion was made to approve the Cross Creek II Contingent Water Service Agreement for 3 residential ¾ inch taps.**

**Motion made by: Bob Rolston**

**Motion seconded by: John Bigelow**

**Vote for approval: 4-0, motion carries**

D. Election of SAWS-JPB Secretary-

**Motion was made to appoint John Bigelow to the serve as board secretary to fill the position vacated by Robert Webster.**

**Motion made by: Bob Rolston**

**Motion seconded by: Terry Cram**

**Vote for approval: 4-0, motion carries**

E. Level II Study-

**Motion was made to offer a letter of support to the water development commission on behalf of the City of Sheridan's request for a Level II Study.**

**Motion made by: Terry Cram**

**Motion seconded by: Bob Rolston**

**Vote for approval: 4-0, motion carries**

## VIII. EXECUTIVE SESSION

**Motion to move into executive session to discuss pending litigation.**

**Motion by: John Bigelow**

**Motion Seconded by: Bob Rolston**

**Vote for Approval: 4-0, motion carries**

**Board Reconvened at 7:00 p.m., no action taken.**

## IX. ADJOURNMENT

**Motion to adjourn the meeting at 7:00 p.m.**

**Motion by: Bob Rolston**

**Motion Seconded by: Terry Cram**

**Vote for Approval: 4-0, motion carries**

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

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