



Sheridan Area Water Supply Joint Powers Board



Strategic Planning Session – January 30, 2018, 1:00 p.m.

Sheridan Memorial Hospital Conference Center, 61 South Gould Street, Sheridan, WY

Members Present: Bob Rolston, Richard Bridger, Roger Miller, Tom Ringley, Patrick Henderson, and Steve Maier.

Others Present: Tara Kuipers, Dan Coughlin, Dan Roberts, Mike Peacock, Dayton Alsaker, Angie Burton, and The Sheridan Press.

Call to Order -- Roger Miller called the meeting to order at 1:09 p.m.

Opening – Tara Kuipers introduced herself and proceeded to facilitate the planning session. Board members and Staff members introduced themselves and gave a brief history of their involvement with SAWS. Members discussed accomplishments and challenges they've faced as a board.

Notes: ACCOMPLISHMENTS: Tom Ringley pointed out the benefit of the rate structure work/financial studies and the built in rate increases and how well the City utility staff works with SAWS. Bob Rolston mentioned as a board SAWS obtained authority to purchase stored water with matching funds. Roger Miller noted the ability of entities to work together on the water meter project. Dan Roberts extended on the strengthened relationship between the entities on joint projects for the betterment of the community. CHALLENGES: Bob Rolston said a challenge in the beginning included treated water usage levels and rates that accompanied the over usage in some cases. Another challenge brought up by Tom Ringley was the time without a SAWS administrator. Bob Rolston said since bringing the administration to the County Public Works department is has become more efficient.

Looking Ahead – 5-10 years, for SAWS and the community

- Water Supply
- Expanding system (elevation limits, what will water needs be, overall impact on system, population growth, sewer systems, how far to expands, where to expand, limited supply-system capacity)
- Tap allocation and water usage (allocated by complex data set by HKM in 2008 to determine tap allocation, Master plan to be updated in July 2018 to provide updated data)
- Unused taps, liability, legal issues if can't provide committed taps?
- Annexation

Trends and Practices –

- Annexation –current agreement states negotiation should occur on a case by case basis.
 - Is SAWS owed money if City acquires/transfers a current SAWS customer? What is each entity owed? In case of Commercial Park, agreement for debt service payment was made. What is the fiduciary responsibility?
 - Rules and regulations play a role in annexation; ownership agreement and legal implications
 - What obligations/input should the customer have? Who owes for cost of debt service/cost of loss of revenue to an entity?
 - Some Points of consideration: Loss of revenue, cost to acquire a new customer, infrastructure (opportunity cost), original investments, transfer of assets, policy on ownership agreements and statutory parameters, customer obligation

Patrick Henderson recommended staff find common denominators between completed annexations and generate a policy draft from there. Tom Ringley would like to see staff present options/principles to the board, a methodical way to address annexation with agreed upon principals. Staff would like guiding principles from the board. Richard Bridger brought up a concern that he understood the SAWS rules/regs to state a customer may transfer their account by statement in writing, by the individual, therefore should be simple to transfer for a single individual; and could be handled different than a commercial customer.

- Growth/planning
 - North Main population growth
 - Joint planning area was just completed between City/County which may be used as reference
 - Need to stop sprawling at some point and focus on in-fill planning
 - Master Plan, to begin around July 2018, will predict future density and provide assessment of future water needs
- Water Supply
 - Park Reservoir good option as additional infrastructure not required
 - Wildfire Hazard mitigation plan important to protect watershed/
 - Alternate water sources: DeSmet Lake, Dome Lake, Park Reservoir, small hydro-power plants, Little/Big Goose
 - Transfer of Water rights discussed – possible required transfer of water rights for developed land or modified plant



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investment fees depending on provided water rights associated with the land.

- Administration
 - Are audits able to be combined?
 - Steve Maier believes dual audits are necessary as SAWS employs the City for operation/administration therefore should be separate. Patrick Henderson recommended putting out an RFP for an auditor.
 - Is work between staff being duplicated and what additional efficiencies can be found? The board/staff have already minimized much inefficiency and will continue to analyze ways to be more efficient. Dan Coughlin noted the having SAWS administration housed in the County public works office allows for efficient collaboration with County Engineering and Planning. Does the organization of SAWS provide for optimum efficiency? That question was discussed in prior years and will continue to be a topic of consideration.
 - An annual planning workshop was recommended to discuss overall outlook for SAWS and to discuss specific items and find answers.
 - Staff between entities shall continue to work closely together and meet regularly as needed to resolve issues.

Next Steps –

- Create Task force for Annexation policy and have initial meeting within a month
 - Including SAWS Project manager, City Utility Supervisor, SAWS Attorney, City Attorney, City Treasurer, SAWS bookkeeper, accountants or other pertinent individuals
 - Provide monetary figures to board in a methodical manner
 - Provide solutions/options to the challenges of transfer of ownership agreement between SAWS and the City
 - Provide draft solution/agreement of annexation issues for board to review
 - Staff will act on current individual request for transfer of ownership to City from SAWS
- Request presentation on looping water lines by Dayton Alsaker of DOWL
- FAQ sheet or similar to be created by staff with information board requests to see on a regular basis.
- Staff to provide information referencing auditors at the May 9, 2018 Regular SAWSJPB meeting.

Meeting Adjourned at 4:48 p.m.

SHERIDAN AREA WATER SUPPLY
JOINT POWERS BOARD:


Roger Miller, Chair

Attest

