

RAPID VALLEY SANITARY DISTRICT  
BOARD OF TRUSTEES MEETING  
JULY 13, 2020

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Chairman Rick Hensley called the meeting to order at 7:00 p.m. Present at roll call were Clyde Elwood, Andy Fitzgerald, Shirley Haines, Connie Olson, Dwight Peterson, Diana Nelson, Rick Hensley, Bob Phillips, Bobby Sanner, Rusty Schmidt, Manager; Dustin Dale, and Sara Bender.

APPROVAL OF AGENDA: A motion was made by Connie Olson to approve the agenda. The motion was seconded by Clyde Elwood. Motion carried.

APPROVAL OF MINUTES: A motion was made by Dwight Peterson to approve the minutes from the June meeting. The motion was seconded by Bob Phillips. Motion carried.

APPROVAL OF FINANCE REPORT: The financial reports were distributed to the Trustees for their review prior to the meeting. A motion was made by Clyde Elwood to approve the Finance Report. Andy Fitzgerald seconded the motion. Motion carried.

ITEMS FROM THE PUBLIC: None.

PRESIDENT'S REPORT:

1. Oath of Office/Election of officers: The Oath of Office was signed by the three returning trustees: Andy Fitzgerald, Shirley Haines and Diana Nelson. Clyde Elwood made a motion for the officers to remain the same for the upcoming year leaving Rick Hensley as Chairman, Andy Fitzgerald as Vice-Chair, Shirley Haines as Treasurer, and Bob Phillips as Secretary. Dwight Peterson seconded the motion. Motion carried. A motion was made by Clyde Elwood to appoint Bobby Sanner to the vacant position on the Facilities Committee. The motion was seconded by Dwight Peterson. Motion carried. After a brief discussion regarding the vacancy left by Jack Tomac on the SD Association of Rural Water Systems Board, Bobby Sanner volunteered to fill the position. Dwight Peterson made a motion to appoint Bobby Sanner to the SD Association of Rural Water Systems Board. Clyde Elwood seconded the motion. Motion carried.
2. Ordinance/Policy Recommendations: The Manager and Connie Olson reported on changes to the policies as recommended by the Committee (Olson, Nelson, Elwood, Hensley). The changes are highlighted as follows for the Design and Construction Criteria:
  - a. Description
    - i. This document applies to all underground potable water and wastewater systems and appurtenances installed within the jurisdictional boundaries of the Rapid Valley Sanitary District - Water Service (RVSD).
  - b. Design Criteria and Standards Specified Elsewhere
    - i. City of Rapid City, South Dakota, Infrastructure Design Criteria Manual, 2012 Edition or current edition shall apply unless Rapid Valley Sanitary District standards issued in this document are more restrictive.
    - ii. Recommended Design Criteria Manual for Wastewater Collection and Treatment Facilities, South Dakota Department of Water and Natural Resources, current edition.
    - iii. Recommended Standards for Water Works, "Ten States Standards", current edition.
    - iv. National Standard Plumbing Code Illustrated, current edition.
    - v. American Water Works Association, Applicable Manuals of Water Supply Practices, current editions.
    - vi. Uniform Fire Code, current edition.
    - vii. Handbook of PVC Pipe Design, Unibell, current edition.
    - viii. Gravity Sanitary Sewer Design and Construction, ASCE Manuals and Reports on Engineering Practice – No. 60 or current edition.
    - ix. Recommended Standards for Wastewater Facilities, "Ten States Standards", current edition.
    - x. Rapid Valley Sanitary District – Water Service Sewer Use Ordinance, current edition.
    - xi. Rapid Valley Sanitary District – Water Service Water Use Ordinance, current edition.

c. Enforcement and Authority

- i. The General Manager of RVSD has the authority to interpret and enforce criteria, standards and construction requirements. Conflicts between specifications, design criteria manuals, codes and standards shall be resolved by the General Manager.
- ii. Administrative Rules of South Dakota, ARSD 74.53.05 and 74.53.04.
- iii. This document is approved by the RVSD Board of Trustees and is included as an attachment to the current Water Use and Sewer Use Ordinances.
- iv. The General Manager, District staff, and their designated Engineer will provide review and enforcement of the requirements.

d. Specifications and Details

- i. City of Rapid City Standard Specifications for Public Works Construction, 2007 **2012** or current edition. These specifications shall apply unless Rapid Valley Sanitary District standards issued in this document are more restrictive. Changes, additions and/or clarifications are listed in Part 2 and Part 3 of this document.
- ii. City of Rapid City Standard Plates. Specifically, Sections 8, 9, and 11.

e. Review and Plan Submittal

- i. Two sets (2) of construction plans and associated documentation for proposed water and wastewater piping and improvements shall be submitted to the General Manager of RVSD for review by the Engineer and staff. Plan submittals shall be made directly by the developer to RVSD and shall not be made from other agencies.
- ii. As-built drawings including plan and profiles shall be prepared by the developer and submitted to RVSD for review upon completion of the construction. The as-built plan drawings shall also be submitted in Autocad electronic format. The electronic drawings shall include lot layouts, right-of-way, easements, water and sewer mains and services and associated appurtenances.
- iii. Plans will be reviewed and returned within ten (10) working days of submittal. Review comments will be made by the District Engineer and staff. Plans shall be resubmitted for review and comment after modification. Comments made on the original submittal shall be returned with the new plan submittal.
- iv. The submittals shall include complete construction plans, profiles, details, detailed specifications, general notes, reports and other information concerning the work. The submittals shall be prepared by a Registered Professional Engineer in the State of South Dakota. Such documents shall be complete, clear, neat, legible, detailed and in a form acceptable to RVSD and other local, city, county, state or federal review agencies.
- v. The report shall include a water and/or sewer planning report for the ultimate development to be served. The report shall cover the proposed full-build out of the proposed development and it shall also review how the surrounding areas will be affected. The reports shall also include wastewater design flows, pipe capacities, existing conditions, hydraulic network, available fire flows at peak day demands, projected water usage, system pressures and other information required.
- vi. RVSD will approve the proposed water and sewer plans after all requirements of the development have been fulfilled.
- vii. RVSD review and approval applies only to water and sewer facilities. The project must be reviewed and approved by all appropriate local, county and state governing agencies prior to any construction.
- viii. The Rapid Valley Volunteer Fire Department will also review all water projects and will make review comments available to RVSD. This review will add 3 working days to the review process for a total review duration of 13 working days.
- ix. Plans shall be submitted to the South Dakota Environment and Natural Resources by the Developer for review and approval prior to construction

f. Construction

- i. Construction of the proposed water and sewer facilities must be constructed by a Contractor holding a current City of Rapid City Water and Sewer Installer's License.
- ii. RVSD personnel shall be given access to the work at all times to make inspections of the work.
- iii. RVSD will not accept facilities not in conformance with specified standards.
- iv. Construction may not proceed until RVSD approves the final plans.
- v. Locations: Water and sewer facilities shall be located within the street, alley or right-of-ways unless topography dictates otherwise. Easements are required where the water and sewer facilities will be located outside of the right-of-ways.
- vi. All water and sewer appurtenances such as manholes, cleanouts, valves and fire hydrants shall be accessible by motorized vehicle.

- vii. The project will be accepted into the RVSD system upon the following:
  - 1. Construction is complete and facilities can be placed into service for their intended use.
  - 2. All testing has been completed and the required results have been achieved.
  - 3. As-built plans and electronic files are provided to RVSD.
  - 4. Facilities are in conformance with plans, specifications and RVSD standards.

g. Quality Control

- i. Source Quality Control: Materials shall be clearly marked with size, class, type, test pressure and manufacturer's name.
- ii. Regulatory Agencies: Pipe for potable water service shall bear the National Sanitation Foundation Seal. AWWA and ASTM standards shall be followed where applicable.

h. Product Submittals

- i. Shop Drawings and Product Data:
  - 1. Dimensional data for all pipe, fittings and appurtenances.
  - 2. Material description and conformance with standards.
  - 3. Affidavit certifying compliance with applicable standards and specifications.
  - 4. Other items required to review product conformance with standard specifications.

3. WASTEWATER PIPING AND APPURTENANCES

a. Sewer Mains and Services

- i. Minimum sewer main size is 8" which shall have a minimum slope of .6%. If larger diameter pipe is required or is shown in the RVSD Master Plan, the Developer/Contractor will incur the cost of up-sizing. Pipe material shall be ASTM D-3034, SDR-35 or SDR-26 gasket sewer pipe. All sewer mains will have access downstream by means of a manhole at all connection points to city trunk sewers.
- ii. All new sewer service lines shall have a fabricated pipe wye on the sewer main, GPK gasketed sewer fitting or equal (8"x4" is GPK No. 107-0084). Direct sewer taps are not allowed on new sewer mains.
- iii. Sewer services shall be installed to the property line and marked with a 10' x 3/4" rebar at the end of each service. Sewer services shall be installed to a maximum depth of 8' at the property line or at the proper depth to provide service to the proposed lot.
- iv. Tracer wire is required on all sewer mains and sewer service lines. Tracer wire shall be brought to the surface at cleanouts and manholes.
- v. External or internal chimney seals are required on all manholes.
- vi. Minimum sewer main cover depth from the top of the pipe to finished grade shall not be less than 4.0 ft. Provide insulation per the standard detail in cases where minimum cover cannot be provided. Insulation may be required between storm sewer and sanitary sewers.
- vii. Minimum sewer service cover depth from the top of the pipe to the finished grade shall not be less than 3.5 ft.
- viii. Sewer minimum slopes, 8"=.6/100ft, 10"=.42/100ft, 12"=.33/100ft, 14"=.21/100ft, 16"=.21/foot, 18"=.18/100ft.

b. Sewer Testing and Inspection

- i. General:
  - 1. A visual inspection and televising inspection test shall be performed by RVSD or an approved Contractor for all sewer mains and manholes as a condition of acceptance by RVSD. All tests shall be performed after backfill is complete but prior to any surface restoration. In addition, all new sewer main shall undergo a hydrostatic or air pressure test per standard specifications.
  - 2. Prior to pressure testing newly installed sewer pipe, RVSD or an approved Contractor shall jet and remove all accumulated construction debris, rock, sand, gravel, silt, and other foreign matter from the sewer with an appropriately sized cleaning ball or jetting machine.
- ii. Closed Circuit Television (CCTV) Inspection.
  - 1. The Contractor shall arrange and pay for internal CCTV inspection of the completed sewer mains.
  - 2. The CCTV inspection shall be performed by RVSD or an approved contractor.
  - 3. A ~~DVD~~ USB flash drive of completed inspections shall be delivered to RVSD.
  - 4. ~~DVD's~~ USB flash drive shall be properly labeled with on screen measurements or voice recorded measurements.

4. WATER PIPING AND APPURTENANCES

a. Water Mains, Fittings, and Appurtenances

- i. Fittings shall be fusion bonded epoxy ductile iron AWWA C-153, Class 350 mechanical joints with retainer glands or approved joint restraining devices shall be used where joint restraint is required by the plans or in this specification. Mechanical joint restraints are required at all fittings and pipe bells within the restraining length.
- ii. All ductile iron fittings and joint restraining devices shall be encased in 8 mil polyethylene per the Standard Specifications.
- iii. All metallic water fittings/services in contact with potable water shall be “No Lead” brass alloy and “NL” shall be cast or permanently stamped on the fitting or valve. Fittings and valves shall comply with the USA Safe Drinking Water Act, and US EPA.
- iv. All pipe couplings shall be restrained mechanical joint sleeves with restraints allowing 5 degree deflection.
- v. The existing mains must remain in-service until the new water main is complete, disinfected, and pressure tested.
  
- vi. Water mains shall be PVC AWWA C-900 or C-905, DR 18, Class 150. Minimum main size is 8”. If larger diameter is required for fire flow purposes or is shown in the RVSD Master Plan the Developer/Contractor will incur the cost of up-sizing.
- vii. All main valves shall be mechanical joint non-rising stem resilient seat gate valves. Butterfly valves are not allowed.
- viii. Fire hydrants shall be American Darling model B-84, American Flow Control or Mueller.
- ix. Ductile iron fittings shall be mechanical joint and fusion-bonded epoxy coated. Use of American-made products is recommended.
- x. Fittings shall be mechanically restrained at all vertical bends, all fittings on lowerings, reducers, tees and valves. Restraints are not required on horizontal bends of 45 degrees or less where properly thrust blocked. Acceptable joint restraining devices shall be EBBA, Uni-Flange , Romac Field Flange **or Alpha Fittings**. Concrete thrust blocks are required at all other areas not mechanically restrained.
- xi. Pipe joints for PVC water main shall be push-on bell and spigot. Where water main pipe joints are located closer than the restraining length to a restrained valve or fitting, the bell joint shall be restrained with a bell restraint fitting. The designer shall provide restraining length designs.
- xii. Bolts for mechanical joints shall be NSS “Cor-Ten Blue” corrosion resistant type or stainless with a minimum of 304 rating. (Type 304 stainless will be used if soil test is moderate-to-severe for being corrosive)
- xiii. Tapping sleeves shall be stainless steel construction with a 150 psi rating. The branch end shall be flanged and stainless-steel bolts and nuts shall be provided. A flange by mechanical joint valve shall be installed on the tapping sleeve.
- xiv. All main valves shall be mechanical joint resilient seat gate valves. Butterfly valves are not allowed.
- xv. Testing and disinfection per standard specifications. The Contractor is responsible for all testing, tapping, disinfection and water sampling.
- xvi. Tracer wire is required on all water main and locator boxes will be placed at all fire hydrant locations. The Contractor shall coordinate all tracer wire splice locations with RVSD staff.
- xvii. Water mains shall be bedded with limestone crusher fines or type 2 bedding is recommended if ground water is present.

Connie Olson made a motion to adopt the changes to the Sewer ordinance recommended by the committee. Clyde Elwood seconded the motion. Motion carried. Recommended changes **marked in RED** to Sewer Ordinance 14-2 are as follows:

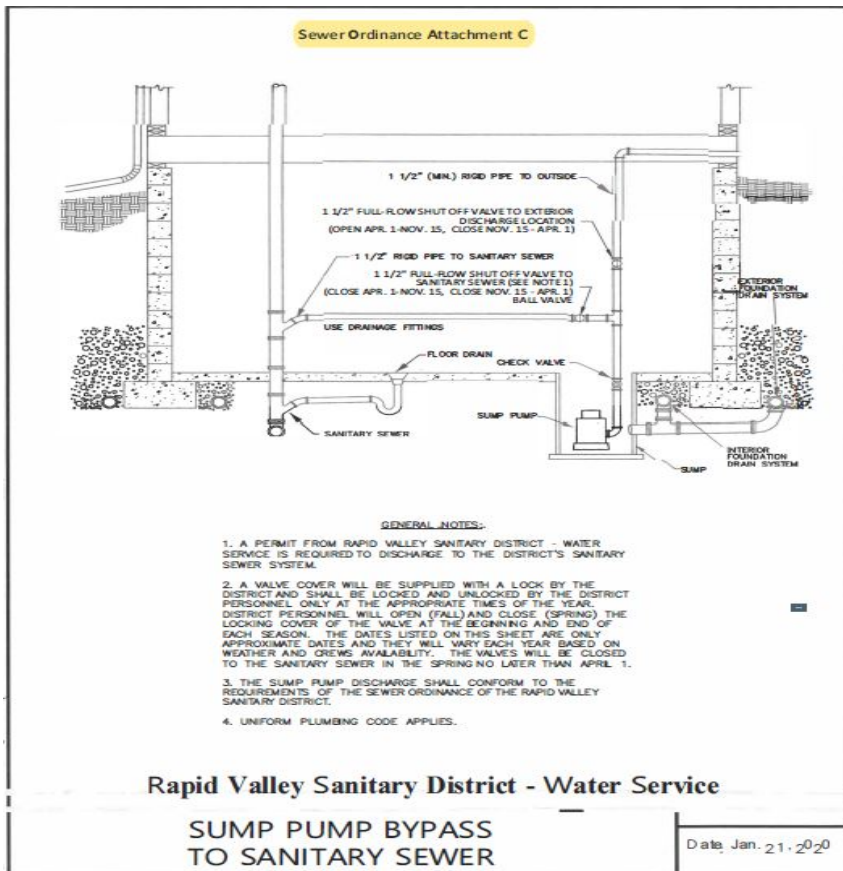
Sec. 1 No person(s) shall discharge, or cause to be discharged, any unpolluted waters, such as storm water, surface water, groundwater, roof runoff, subsurface drainage, or cooling water, to any sewer; except, storm water runoff from limited areas, which storm water may be polluted at times, may be discharged to the sanitary sewer with the permission of the District.

**A. If sump pump discharge creates an icing issue during freezing weather, the preferred discharge location is to the storm sewer system if located immediately adjacent to the property. If storm sewer is immediately adjacent to a property, discharge to the sanitary sewer will not be allowed. Edge drain connections will not be allowed. The sump pump discharge piping from the building to the public storm sewer shall be at the sole expense of the property owner.**

**B. The District Manager or his or her designee may issue seasonal sump pump discharge**

permits. The permit will allow sump pump discharge to the District's sanitary sewer system during freezing weather where the sump pump discharge cannot be delivered to a storm sewer collection system immediately adjacent to the property.

1. Sump pump discharge into the District's sanitary sewer system will only be allowed between November 1st and April 1st of each year. Coverage under the permit will be continuous until canceled.
2. All interior work shall be performed in compliance with the District's currently adopted Sewer Ordinance. The sump pump connection to the sanitary sewer shall be constructed at the property owner's sole expense.
3. Diversion valves and permanent piping shall be installed per the District's detail titled "Sump Pump Bypass to Sanitary Sewer". The District shall be solely responsible for opening and closing the valve connecting the sump pump discharge pipe to the District's sanitary sewer system. The District will provide a locking mechanism to prohibit valve operation by anyone but the District.
4. The property owner shall grant the District periodic access to the facility in order to ensure compliance with the requirements of the permit. Failure to provide reasonable access to inspect will result in the cancellation of the permit in addition to any other remedies provided for violation of this Policy, including but not limited to shutting off District water service.
5. The permit fee shall be per the District's currently approved fee schedule. If the fee does not appear in the District's fee schedule it shall be 0 (zero) dollars.
6. The District may cancel the permit at any time if the terms of the permit are not complied with, if the sewer system cannot handle additional flow, if storm sewer is made available, or for other good cause.



Connie Olson made a motion to approve the first reading of the proposed changes to Sewer Ordinance 14-2. The motion was seconded by Andy Fitzgerald. Motion Carried. Proposed changes to the Policy manual are as follows:

### 2.4.3 Responsibilities

Everyone at the District and especially management is expected to avoid any behavior or conduct that could be interpreted as unlawful harassment. All employees should also understand the importance of informing the individual whenever that individual's behavior is unwelcome, offensive, in poor taste, or inappropriate.

District must be aware of incidents of harassment to be able to take appropriate corrective measures.

A. **Employees**— If an employee believes that he/she has been subject to harassment/sexual harassment or any unwanted sexual attention, he/she should:

- Make his/her unease and/or disapproval directly and immediately known to the harasser;
- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses;
- Report the incident to the Manager, or the Board of Trustees. If the incident involves the Manager, employee should report directly to the Board of Trustees.

All incidents of harassment/sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures or filing a formal complaint might be considered evidence of a vexatious intent on part of the accuser.

B. **Supervisors/Management**— Supervisors must deal expeditiously and fairly with allegations of harassment/sexual harassment within his/her departments, whether or not there has been a written or formal complaint. Supervisors/Management must:

- Act promptly to investigate harassment/sexual harassment;
- Ensure that harassment or inappropriate sexually-oriented conduct is reported to the Supervisor/Manager;
- Take corrective action to prevent prohibited conduct from reoccurring.
- **It is recommended that the manager review the anti-harassment policy with staff annually.**

### 3.18 Company Vehicles

#### 3.18.1 Use of Company Vehicles:

The district is committed to providing safe, reliable vehicles and equipment for employees to carry out their duties. Company vehicles will be used for the exclusive purpose of conducting district business. After hours all vehicles will be stored at the Rapid Valley Sanitary District main office. While on-call employees may retain possession of company vehicles; however, vehicles may not be used for personal use during this period. **RVSD staff are not authorized to use their personal vehicles for work purposes unless they maintain proper insurance coverage on the vehicle.**

Clyde Elwood made a motion to approve the recommended changes to the policy manual from the committee. The motion was seconded by Bobby Sanner. Motion carried.

#### MANAGER'S REPORT:

5. Water loss for the month is 3.7%. Last year at this time loss was about 8%. The service team recently performed leak detection in Ross Ct, which is adjacent to one of the satellite locations indicated on the Utilis image. The main was tested and failed, drain back curb stops were seeping and have been replaced. The next section that will be tested is the Apres Vous and Teewinot area, which is another satellite hit from Utilis. Currently there is a leak under the floor at the plant where the back flush is seeping up through the foundation that will be repaired this week.
6. Chet Dr: The contractor forgot to install 2 main valves and will be getting that completed and then will start working on the water services. The sewer portion is complete.
7. Diamond Ridge Development/Booster Station: Water & sewer are done for this project. Foundation plans are complete and the manager has reached out to contractors for bids, which will hopefully be in by

the end of July. The booster station is being designed and should be arriving the beginning of October if everything stays on time.

8. N. Valley Dr: The plans for this have been redlined and we are waiting on resubmittals.
9. Orchard Park Apartments: The plans for this project have been redlined and we are waiting on an update. This project is required to be looped.
10. Orchard Meadows Tract L: This project is for single level apartments, 30 of which the sewer will go to the Pioneer lift station for the last of the flows it is able to take. The other 80 units will go to the new Orchard Meadows lift station. The plans have been redlined and the developers from Montana are working on changes through KTM engineering
11. Murphy Ranch Phase 7: Water is about 50% complete for this project, there were some changes that had to be made while out in the field. The plans for phase 8 of this project are not yet complete.

Miscellaneous:

- Midcontinent testing lab had an issue with a BOD (biochemical oxygen demand) sample. RVSD takes this sample weekly for the treatment plant waste, which is submitted to the City. The lab was in error and did not test the sample, which makes RVSD in violation of our discharge permit. The City is required to publish in the paper that we were in violation of the permit, even though there is no fault on RVSD's part. Just to keep the board informed, the lab has made corrective actions so this does not happen again.
- Banner engineering contacted the District, along with other regional water systems to discuss the future possibility of bringing water from the Missouri River to serve western South Dakota. This project is still about 20-30 years out if it were to become a reality.
- Facilities Committee meeting will be at 6 pm September 22 to discuss 2021 projects. Budget/Finance committee will meet at 6 pm October 20<sup>th</sup>.
- The trustees signed confidentiality agreements

There being no further business, the meeting was adjourned at 8:04 pm

Respectfully Submitted,  
Sara Bender