

RAPID VALLEY SANITARY DISTRICT
 BOARD OF TRUSTEES MEETING
 MARCH 8, 2021

Chairman Rick Hensley called the meeting to order at 7:00 p.m. Present at roll call were Rick Hensley, Andy Fitzgerald, Connie Olson, Diana Nelson, Shirley Haines, Bob Phillips, Bobby Sanner, Jennifer Battles and Dwight Peterson via phone. Also, in attendance were Manager Rusty Schmidt, Engineer Dustin Dale and Sara Bender.

APPROVAL OF AGENDA: A motion was made by Dwight Peterson to approve the agenda. The motion was seconded by Bob Phillips. Motion carried.

APPROVAL OF MINUTES: A motion was made by Diana Nelson to approve the minutes from the January meeting. The motion was seconded by Bobby Sanner. 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 Connie Olson to approve the Finance Report. Shirley Haines seconded the motion. Motion carried.

ITEMS FROM THE PUBLIC:

PRESIDENT’S REPORT:

1. Policy Committee Meeting: The Policy Committee, which consists of Rick Hensley, Connie Olson and Diana Nelson met February 25th, Mr. Hensley was not in attendance. The recommended changes are in red and items removed are struck through and as follows:

Changes from Policy committee meeting:

ATTACHMENT B
 SEWER USE ORDINANCE
 RAPID VALLEY SANITARY DISTRICT

<p>RESIDENTIAL EXTENSION/TAP FEES</p> <p>Per Lot (extension of main)</p>	<p>\$100.00</p>	<p>COMMERCIAL EXTENSION/TAP FEES</p> <p>Any commercial tap regardless of size of lot/tract</p>	<p>\$1,000.00</p>
<p>RESIDENTIAL CONNECTION FEES</p> <p>Connection to sewer stub</p>	<p>\$250.00</p>	<p>COMMERCIAL CONNECTION FEES</p> <p>Connection fee to building</p> <p>Commercial connection fees will be charged to services directly connected to RVSD main</p>	<p>\$500.00</p>
<p>OTHER CHARGES</p> <p>Late Charge</p>	<p>\$8.00</p>	<p>See figure S-1</p>	

ORDINANCE NO. 14-2
RAPID VALLEY SANITARY DISTRICT - WATER SERVICE
RAPID CITY, SOUTH DAKOTA

Sec. 4 The owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the District and abutting on any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary or combined sewer of the District, is hereby required, at the owner(s) expense, to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this ordinance, within 180 days after date of official notice to do so, provided that said public sewer is within **200 feet of the property line unless specifically authorized by the District. SDCL-9-48-53**

Attachment "A"
Sewer Use Ordinance
Rapid Valley Sanitary District - Water Service

Connection Fees: Every application for a sewer connection permit submitted in accordance with this Ordinance, will be accompanied with a fee. Residential accounts will be charged a \$250 permit fee. All commercial and industrial accounts will be charged a \$500.00 permit fee. **All commercial and industrial accounts will be charged a \$500 permit fee per structure on the tract/lot that has a sewer connection to an RVSD main. See figure S-1**

WATER USE ORDINANCE NO. 14-1
RAPID VALLEY SANITARY DISTRICT - WATER SERVICE
RAPID CITY, SOUTH DAKOTA

ARTICLE VII
CONSUMER'S RESPONSIBILITY

I. All curb stops will be in accordance of the District's Design and Construction Standards (Attachment B). The top of each box installed shall be placed level with the ground and kept in working order. In the case of neglect, **intentional damage or hindering access to the curb box** the owner will **either remove the hinderance, and or** replace or repair the curb box within a reasonable amount of time, after being notified in writing, the District shall have the necessary repairs made and the cost of repairs billed to the property owner. The repair bill is to be paid within thirty days of the date on the invoice. If monthly payments are approved by the District, the owner will be billed for the cost of the repair plus ten percent (10%). The repair bill must be paid according to monthly payment schedule established or service will be disconnected.

J. The property owner is responsible for repairs of their sewer service to the sewer main. **(see Ordinance 14-2, Article III, Section III for details on sewer service repair)** The property owner is responsible for plumbing on effluent side of meter and having all leaks repaired promptly. The property owner is responsible for repair of water service line from curb box to the meter if the damage is determined by District personnel to be caused by negligence or if consumer refuses to sign attachment C the repair/replacement authorization form, which in such case the repair or replacement will be completed within one (1) week of notification or less if District personnel deems necessary or service may be disconnected. All repair or replacement will be inspected by

District personal to be in accordance with District criteria. The Consumer/property owner is responsible for applying heat tape and/or insulating their water service line and to properly protect the Districts meter from freezing. The consumer shall be responsible for any service line leak that is before the meter were the service line is visible or accessible without excavation of backhoe. The consumer shall retain ownership of the water service line from the curb stop to the meter including the meter pit if applicable. ~~The consumer shall retain ownership of the of the sewer service line to the sewer main.~~

ARTICLE XV

EXTENSIONS OF WATER AND SEWER MAINS

C. At the Districts discretion, developments that have interior, private streets may be required to give easements for water and sewer mains. Water and sewer mains would be owned by the district. In accordance to Ordinance 14-1 and 14-2

ATTACHMENT "A"
 WATER USE ORDINANCE
 RAPID VALLEY SANITARY DISTRICT - WATER SERVICE

**RESIDENTIAL
 EXTENSION/TAP
 FEES**

Per Lot (extension of main) \$100.00

**COMMERCIAL
 EXTENSION/TAP
 FEES**

Any commercial water tap \$1,000.00
 regardless of size/ lot/tract
 (effective January 1, 2014)

**RESIDENTIAL
 CONNECTION FEES**

Curb stop connection \$250.00
 New Meter Charge \$267.50
 Meter Installation/Wiring \$15.00

**COMMERCIAL
 CONNECTION FEES**

Connection fee \$500.00
 (as of 1/1/2018)
 Fees will be charged per curb stop that
 is directly connected to the RVSD main
 See figure W-1

METER DEPOSITS

5/8" \$7.50
 3/4" \$10.00
 1" \$15.00
 1 1/4" \$25.00
 1 1/2" \$35.00
 Renters \$100.00
 renters deposit increased as of
 5/1/17

METER DEPOSITS

2" \$50.00
 3" \$75.00
 4" \$100.00
 6" \$150.00
 Hydrant Meters \$1,000.00
 Commercial meter charges are determined
 the meter = retail price of the meter plus
 10% in addition to the meter deposit.

OTHER CHARGES

Late Charge \$8.00

Attachment B

Design and Construction Standards

For Water and Wastewater Piping and Appurtenances

PART 3- WATER PIPING AND APPURTENANCES

H. Fire hydrants shall be American Darling model B-84, American Flow Control, **AVK** or Mueller.

Attachment C

WATER USE ORDINANCE **and SEWER USE ORDINANCE** RAPID VALLEY SANITARY DISTRICT - WATER SERVICE

Check box if **no** charge for **water/sewer** service maintenance, repair and/or replacement.

POLICY AND PROCEDURES MANUAL

Rapid Valley Sanitary District – Water Service

Policy 3: Employee Conduct

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3.1.1 Drug and Alcohol Abuse Policies

C. It is not permissible for an employee to consume or be under the influence of controlled drugs, substances, **marijuana** or alcohol on the job or while on call, except as provided for in item (D).

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3.17 Petty Cash Funds

~~The petty cash fund has been established for authorized small expenditures that may be required from time to time. Office personnel will be responsible for maintaining the fund. To replenish the petty cash fund following expenditure, the cash receipt for the expenditure must be reviewed by the Manager. The office personnel will then issue a check for the necessary amount. Office personnel will cash the check and replenish the fund. The petty cash fund will be reconciled monthly by office personnel and reviewed by the Manager. See **Finance Policy.**~~

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Allowance for meals shall not exceed \$40.00 per day. ~~Tips will not be approved for reimbursement.~~ Itemized receipts will be reviewed by the Manager upon an employee's return from a business trip in order to determine which expenses are allowable

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~~B. Scheduling of Vacation – Vacation time will only be granted after being properly requested by the employee at least one week prior to the time desired, and approved by the Manager. Requested vacation dates will be approved at the discretion of Management based on other employees' schedules and the general workload of the District.~~

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Appendix A: Rights and Responsibilities of the Board of Trustees

5. To approve staff salary **scale**.

9. To review the annual list of inventories. Inventory is defined as: All physical assets with a value greater than **\$1,000.00**.

D. Consistent with SDCL 34A-5-21.2, To serve as a trustee of a sanitary district that has one hundred or more residents, the person shall be a resident of the sanitary district. To serve as a trustee of a sanitary district with less than one hundred residents, a person shall be a resident of the sanitary districts or a United States citizen who owns real property within the boundaries of the sanitary district.

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Appendix B: Rights and Responsibilities of the Manager

10. To prepare, maintain and submit a copy of the annual list of inventories to the Board of Trustees. Inventory is defined as: All physical assets with a value greater than **\$1,000.00**.

A motion was made by Connie Olson to approve the first reading of the changes to ordinance 14-1, 14-2 and attachment A, B & C. The motion was seconded by Dwight Peterson. Motion carried.

A motion was made by Connie Olson to approve the recommended changes to the policy manual. The motion was seconded by Diana Nelson. Motion carried.

2. Committee Nominations: There are currently vacancies on the Finance/Investments Committee and the Policy/HR Committee. The trustees came to a consensus that Jennifer Battles would fill the vacancies.

MANAGER'S REPORT:

3. Water Loss: Water loss was higher is still at around 20% for the month of February. There were some more leaks found on Ennen that have either been repaired or will be repaired soon. The service team will be conducting an audit of usage in that zone until the problem is found. The service team was doing some leak detection on the card streets and nothing was found, however all of the curb boxes on Diamond Ct had water in them which is unusual. All of the services on this street will need to be shut off pressure tested again to see if the problem can be found.
4. Orchard Meadows Lift Station: The electricity is complete and on for the new lift station and the meters and pumps are all on site and the contractor hopes it will be operational by about mid-April.
5. Orchard Meadows Tract L: All of the streets for this project are complete and sewer testing will begin this week. The water portion is not complete at this time.
6. Murphy Ranch Phase 5b & 5c and Phase 8: The sewer for phase 5b and 5c are complete and the water tie in has started and will take about 3 weeks to complete. Plans for Phase 8 have been approved and work is expected to start in 3 to 4 weeks.
7. Carlin/Crane Project: The bid opening for this project is March 25th which should allow time to review and add to the April meeting agenda. A letter was sent out recently from Core and Main indicating that there has recently been a pipe shortage due to storms in the south, which is also driving up the prices which could significantly impact project costs.

8. Facility Study: AE2S has requested proposals for equipment costs for cost analysis. We are currently looking at a 20-year projection of 2 million gallons a day peak flow and peak hourly flow of 3.52 million gallons per day. The facility study should be complete by April.
9. Hillsvie Project: A meeting is being held on March 9th to discuss the best options to conduct the main extension that is required for this project to minimize outages to the approximately 800 homes that will be affected by a service interruption when the main extension takes place.
10. Amko Advisors: Mark Derany with Amko Advisors is confident that the rate for the bond market has a strong probability of staying low into 2022. Northern Securities is a bond company that specializes in 40-year bonds and they have expressed some interest.
11. Cyber Security: The incident in Florida has created a lot of talk on improving security against cyber-attacks. The District has increased our level of security measure substantially as recommended by our IT specialist, to include additional log in steps and stronger passwords.

Miscellaneous:

- Bob Phillips provided an update on the SDARWS delegate meeting held on February 16th.

A motion was made at 7:52 pm by Dwight Peterson and seconded by Andy Fitzgerald to enter into executive session to discuss contractual matters. The board came out of executive session at 8:17 pm. There being no further business, the meeting was adjourned at 8:17 pm

Respectfully Submitted,
Sara Bender