

RAPID VALLEY SANITARY DISTRICT
BOARD OF TRUSTEES MEETING
JULY 10, 2023

Chairman Andy Fitzgerald called the meeting to order at 7:00 p.m. Present at roll call were Bob Phillips, Jennifer Battles, Diana Nelson, Eric Krebs, Shirley Haines, Rick Hensley, Carrie Wheeler, Connie Olson. Also, in attendance were Manager Rusty Schmidt, Engineer Dustin Dale, and District Clerk Sara Bender.

APPROVAL OF AGENDA: A motion was made by Rick Hensley to approve the agenda. The motion was seconded by Carrie Wheeler. Motion carried.

APPROVAL OF MINUTES: A motion was made by Shirley Haines 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 Diana Nelson to approve the Finance Report. Jennifer Battles seconded the motion. Motion carried.

ITEMS FROM THE PUBLIC:

PRESIDENT'S REPORT:

1. Procurement and Grant Policy for Pennington County ARPA Funds: Pennington County submitted a procurement agreement and subrecipient agreement for approval. This agreement is similar to the to procurement policy that was already approved prior. There is a list of requirements the District will need to adhere to and the Board will need to designate an authorized representative to certify the accuracy of pay applications. In addition, the agreements were sent to Talbot for legal review and there are also some corrections to the dates that will need to be done. A motion was made by Diana Nelson to approve the agreements as presented pending any changes after legal review. The motion was seconded by Shirley Haines. Motion carried. A motion was made by Connie Olson to designate the manager Rusty Schmit, Chairman Andy Fitzgerald and Bob Phillips to act as the designated representatives to certify the accuracy of pay applications. The motion was seconded by Diana Nelson. Motion carried.

2. Election of Officers: No election was held as all incumbent trustees ran unopposed. Andy Fitzgerald, Diana Nelson and Shirley Haines were reelected to the Board of Trustees and executed their oath of office. Confidentiality agreements were distributed to all trustees for signature. A motion was made by Connie Olson and seconded by Carrie Wheeler to have the current officers remain in their positions for another year. Motion carried.

MANAGERS REPORT

3. Monthly Water Loss and Leak Detection: Line loss for June was about 15%. South Dakota Rural Water is here and conducting some testing with their correlator to check for potential leaks. They also are using their pressure tank trailer skid, this method of testing can pinpoint exactly how many gallons of loss per minute on the water mains. The correlator method only works on AC pipe and ductile iron. Using the pressure method of testing it was determined that there is a 6 gallon per minute leak in the Cactus Dr and Scott St area.

PROJECTS AND FUTURE DEVELOPMENT

4. Patricia Extension Project at District Boundary Line: Rapid City Public Works was contacted again on June 23rd to set up a meeting to discuss the lots that are within District Boundary for this project. I have not heard back at this time.

5. Murphy Ranch Springfield Road Extension Project: The Murphy Brothers gave additional easement to correct the alignment of the manhole inverts. Stub ins are all complete for water and sewer, and the residents on Colvin will have sewer service once this project is complete.

OTHER TOPICS

6. Update on 2023 SD DANR Funded Projects and Environmental Assessment: The loan closing for the engineering occurred remotely on June 30. Payments will be approximately \$17,000 quarterly and will start being drafted likely the beginning of 2026. Plans for the project should be completed by fall of 2023.

7. Projected Growth and Water Production Timeline: A projected timeline of population growth was created to show when RVSD could exceed our available water capacity. A 2.4% which is the average for the last 12 years and a 4% growth rate was calculated. The highlighted blocks are in reference to different scenarios as shown at the top of the columns. The red blocks are worst case scenario (N -1) which means a loss of production from the highest producing skid being offline. Using the 100gpcpd at a 4% growth the chart shows available treatment plant capacity until 2059.

8. Lead Revision Rule: On December 16, 2021, the EPA revised the Lead and Copper Rule. All systems have to submit a complete materials inventory list for every home/business of their type of service line material from the main to the home. We are waiting for the information from the SDDANR on the inventory template. Erin with the State indicated that if there was an ordinance in place requiring copper/plastic service lines that would be adequate for reporting. In the minutes from March of 1966 the board passed a rule making copper or plastic pipe mandatory, this will minimize how many locations will need to be checked manually.

9. Water Use Ordinance 14-1, Sewer Use Ordinance 14-2 Attachment A: June 12, 2023, the Board of Trustees approved the first reading of the proposed changes to Water Ordinance 14-1 and Sewer Ordinance 14-2. The proposed changes are as follows:

WATER USE ORDINANCE NO. 14-1

ARTICLE IX WATER & SEWER BILLS - BILLING – COLLECTIONS

E. Those consumers in the first billing area: the water and sewer **will be billed by the 1st of each month**, bills become delinquent after the 10th of the month. Payments received after 10 am the first business day following the 10th day of the month will be assessed a late charge. However, notwithstanding the above, when the 10th day of the month falls on Saturday, Sunday, or a holiday, those payments received by 10 am the next working day, from the drop box, will not be charged a late charge. See Attachment “A” for late charge amount.

Those consumers in the second billing area: the water and sewer **will be billed by the 15th of each month**, bills become delinquent after the 25th of the month. Payments received after 10 am on the first business day following the 25th day of the month will be assessed a late charge. However, notwithstanding the above, when the 25th day of the month falls on Saturday, Sunday, or a holiday, those payments received by 10 am the next working day, will not be charged a late charge. See Attachment “A” for late charge amount.

Those consumers in the Green Valley billing area: the water **will be billed by the 10th of each month**, bills become delinquent after the 20th of the month. Payments received after 10 am on the first business day following the 20th day of the month will be assessed a late charge. However, notwithstanding the above, when the 20th day of the month falls on Saturday, Sunday, or a holiday, those payments received by 10 am the next working day, will not be charged a late charge. See Attachment “A” for late charge amount

F. Water and sewer billings thirty (30) days past due **from the billing date for their billing area** will be mailed a shutoff notice. An automatic service charge is added to each account that is mailed such notice. **See Water Use Resolution Attachment “A” for service charge amount.** If the account is not paid in full by the date stated on the notice, water service will be disconnected and a disconnection and/or reconnection charge will be added to the account. **An extension Payment arrangements** may be approved by District to prevent service being disconnected. **Extensions must be requested by 4pm the day prior to the date stated on the mailed shut off notice. Extensions requested after that date will not be considered. Extensions allowed by the District shall not exceed 5 business days to include the date stated on the mailed notice. If payment is not received in full by the extension deadline which includes current and delinquent charges and any additional service charges, water service will be disconnected and a disconnection and/or reconnection charge will be added to the account. See Water Use Resolution Attachment "A" for charges.**

H. When a consumer has sewer service but does not have water service and the billing becomes thirty (30) days past due **from the billing date**, a notice will be mailed stating the billing must be paid in full. The District has the right to hire a utility contractor to disconnect the sewer service line from the District's sewer main if the account is not paid. The cost of any disconnection/reconnection fees shall be paid for by the property owner.

ORDINANCE NO. 14-2

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

Delinquent Accounts: Water and sewer billings thirty (30) days past due **from the billing date for their billing area** will be mailed a shutoff notice. An automatic service charge is added to each account that is mailed such notice. **See Water Use Resolution Attachment “A” and Sewer Use Resolution “B” for service charge amount** If the account is not paid in full by the date stated on the notice, water service will be disconnected and a disconnection and/or reconnection charge will be added to the account. **An extension Payment arrangements** may be approved by District to prevent service being disconnected. **Extensions must be requested by 4pm the day prior to the date stated on the mailed shut off notice. Extensions requested after that date will not be considered. Extensions allowed by the District shall not exceed 5 business days**

to include the date stated on the mailed notice. If payment is not received in full by the extension deadline which includes current and delinquent charges and any additional service charges, water service will be disconnected and a disconnection and/or reconnection charge will be added to the account. See Water Use Resolution Attachment "A" and Sewer Use Resolution "B" for charges.

A motion was made by Connie Olson to approve the second reading of changes to the Water Use Ordinance 14-1 and Sewer Use Ordinance 14-2 as written, and to take effect immediately. The motion was seconded by Diana Nelson. Motion carried

10. Updating Accounts for Signers: Some of our accounts have board members listed on them that are no longer active. Some of the banks require minutes that state who is being added or removed from the accounts to complete the updates. A motion was made by Carrie Wheeler to remove Clyde Elwood and Dwight Peterson from the bank accounts and to add Andy Fitzgerald and Diana Nelson to the accounts along with Rusty. Connie Olson seconded the motion. Motion Carried.

Miscellaneous Items:

- Approximately 2200 or about half of our accounts are utilizing online payment options. 800 accounts are utilizing the in-office ACH payment options and the remaining 1400 accounts are using paper checks in the mail or drop box. 950 accounts are utilizing paperless email bills and all new accounts that sign up for service online are using paperless email billing.
- Cottonwood Trailer court is connected to RVSD potable water main. The state has been notified to remove them from their list of non-compliance.
- Projects on the horizon are Hillview Phase 3, Ennen Housing project, Creekside Apartments Phase 2, Moonlight Apartments phase 2, Anderson Rd and Apple Valley Project, Murphy Ranch phase 10B, 10C, 10D and Reservoir/ Longview project.

There being no further business, the meeting was adjourned at 7:52 pm.

Respectfully Submitted,
Sara Bender
Office Manager