

Rapid Valley Sanitary Dist. **Water Service**

BOARD DIRECTORS MEETING
6 PM MARCH 9, 2026
4611 TEAK DR RAPID CITY SD, 57703

Chairman Andy Fitzgerald called the meeting to order at 6:00 p.m. Present at roll call were Diana Nelson, Jennifer Battles, Shirley Haines, Connie Olson, Eric Krebs and Tim Roth. Bob Phillips and Carrie Wheeler attended via phone. Also in attendance was General Manager Rusty Schmidt, and Office Manager Sara Bender

APPROVAL OF AGENDA: made a motion by Eric Krebbs to approve the agenda. Jennifer Battles seconded the motion. Motion carried unanimously.

APPROVAL OF MINUTES: Connie Olson made a motion to approve the minutes from the February meeting. Tim Roth seconded the motion. Motion carried unanimously.

APPROVAL OF FINANCE REPORT: The financial reports were distributed to the Trustees for their review prior to the meeting. Diana Nelson made a motion to approve the Finance Report. Connie Olson seconded the motion. Motion carried unanimously.

ITEMS FROM THE PUBLIC: No one from the public was in attendance.

PRESIDENT'S REPORT:

1. Drinking Water Surcharge Revenue Bond 2023 30th Invoice for Engineering Services: The 30th invoice for engineering services was \$9,328.45. This consists of \$9,212.25 for construction services and \$116.20 for transportation.

2. Ordinance and Policy Committee Recommendations: The policy committee consisting of Connie Olson, Diana Nelson, Jenny Battles and Tim Roth met on February 24th to review and recommend any changes to the water and sewer ordinances, resolutions and policies. The committee recommends that the budget and finance committee review the investment and financial policies during their annual budget meeting. A summary of proposed changes is as follows:

WATER USE RESOLUTION A RAPID VALLEY SANITARY DISTRICT - WATER SERVICE

Public Records Requests **\$100** per hour
Exceeding 1 hr Staff time

WATER USE ORDINANCE NO. 14-1 ARTICLE IX WATER & SEWER BILLS - BILLING - COLLECTIONS

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 "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 may be approved by District to prevent service being disconnected. Extensions must be requested **by phone call or in person** by 4pm the day prior to the date stated on the mailed shut off notice.

Attachment "C"

MAINTENANCE/REPAIR/ REPLACEMENT AUTHORIZATION

Check box if **no** charge for water/sewer service maintenance repair and/or replacement **as per Water Use Ordinance 14-1, Article VI, Section H and Sewer Use Ordinance 14-2, Article III, Section 3**

Policy and Procedure Manual

Policy 1: Purpose and Use

1.0 Purpose of Policies and Procedures

Rapid Valley Sanitary District, herein referred to as **the** District or Company, enacts the Personnel Policy and Procedures Manual to ensure **adherence to** all personnel **policies issues are adhered** and to provide personnel administration. The District has assigned all personnel issues to the Manager. In the event a question arises **under out of** the Personnel Policy and Procedures Manual, please forward **any questions it** to the Manager.

1.1 Administration

The Board of Directors has approved the adoption and implementation of this Personnel Policies and Procedures Manual. The Board of Directors reserves the exclusive right to hire, promote or release the Manager. The Board of Directors invests **in** the Manager **with** the authority and responsibility for the selection of all other staff personnel, or the Manager may delegate this authority and responsibility. The Board of Directors invests **in** the Manager, or the delegate, **with** the authority and responsibility for carrying out the policies, procedures, and intent of this manual, **including the to include** power to employ, promote, assign duties and responsibilities, train, discipline, or reward employees within the guidelines of this manual. Situations not covered by written policies will be the responsibility of the Manager with **the** concurrence of the Board. The Board of Directors must approve all changes or amendments to personnel policies.

1.3 Revision

Rapid Valley Sanitary District specifically reserves the right to repeal, modify, or amend any of these policies with or without notice. Each policy and procedure must be reviewed **annually yearly** or on the last date of revision and **this the review must be** indicated on the procedure. A memorandum reflecting this review will be kept in the front of each policy manual. The date the procedure was originated as well as the dates of revision will be reflected on the procedure. Revised policies will be archived by the issuing authority in numerical sequence to maintain an historical record of changes.

3.8.2 Restrictions

D. Annoying, harassing, or discriminating **against** other individuals;

6.1 References and Disclosure

The Manager is the only individual authorized to give out employee references. Employment references are limited to disclosure of job title, **and** dates of employment., **and eligibility for rehire.**

8.0.7 Retirement Benefit

All employees are required to participate in the South Dakota Retirement Plan. This includes regular part-time employees who average twenty (20) hours per week for a period of six (6) months. Employees must pay a percentage of their gross pay **as mandated by SD Retirement System**, into the retirement plan, which will be matched by an equal contribution from the District. Employees choosing the Surviving Spouse option must pay an additional percent of their gross pay, but the District's contribution will not increase.

Financial Policy

3. Bank Account Policy – Bank Account Transactions

Any accounts payable transaction greater than \$50,000.00 will require the recipient to acknowledge that

they deposited the funds before the district allows the transaction to proceed through our positive pay notification.

A motion was made by Connie Olson to approve the proposed changes to Resolution A. Tim Roth seconded the motion. Motion carried unanimously

A motion was made by Connie Olson to approve the first read of proposed changes to Water Ordinance 14-1. Shirley Haines seconded the motion. Motion carried unanimously.

A motion was made by Connie Olson to approve the first read of proposed changes to Attachment C Repair Maintenance and Authorization form. Tim Roth seconded the motion. Motion carried unanimously.

A motion was made by Connie Olson to approve the proposed policy manual changes. Eric Krebs seconded the motion. Motion carried unanimously.

MANAGERS REPORT

3. Monthly Water Loss and Leak Detection: Daily Production for the month of February was about 650,000 gallons per day and line loss was 8.46%. The service team was leak detecting in the county heights area but had to step away from that as there was a large water main break in County Heights. The team is wrapping up some final things to complete the water main repair and will go back to leak detecting. It is estimated that about 250,000 gallons of water went out into the road during that break.

PROJECTS AND FUTURE DEVELOPMENT

4. Apple Valley Phase 2A & 2B: All the water and sewer installation for phase 2B is complete on Macintosh and Lodi Ln. Home construction will begin soon for phase 2A and 2B.

5. Ennen Housing: The water main for 2B is about halfway complete up Traverse and the sewer is all complete and has been tested.

6. Homestead St. Extension Project: The contractor has installed the offsite sewer and about 1/3 of the sewer main is installed. The contractor is planning to connect the two existing homes that are near that location to sewer. Nothing has started on the water yet. The extension fees are paid for this project.

7. County and State ARPA 2 MG Storage Reservoir: We have not received pay application 14 from Preload. This project should be completed by summer. The remaining on the contract is \$307,211.36

8. County and State ARPA Madison Well, Well House and Generator Project: Pay application 5 from RCS is for \$71,348.27. They had started the siding when we noticed it was more of a tan color than gray that matches the other buildings so that was removed and replaced with the proper matching color. The total in pay application so far is \$451,162.70, we will need to expend another 1 million before the June deadline. The generator, VFD and transfer switch are on order and will hopefully be invoiced by the end of March.

OTHER TOPICS

9. Madison Well Future Use Permit: The deadline to submit opposition was by end of business day today, March 9th and we have not heard that there has been any opposition. The permit request is for 932 acre feet which equates to 303 million gallons per year. This permit would have a seven-year review period, which is a standard practice.

10. Pioneer Accounts: The Wells Fargo sweep account has been cancelled and the Pioneer checking was opened up and \$50,000 was deposited. Another account was also opened up for the sweep account we will have at Pioneer once everything is complete. This is a money market account but the banker suggested opening an Intrafi account as it protects public funds better. A deposit of \$50,000 was also made to this account. The office staff will transition everything over to the new account over the next few months.

11. 250,000 Gallon Standpipe Repair: A hole was discovered in the standpipe, a neighbor had called and said they could hear water running. There is a hole around a 4” plug that has rusted and the water was seeping out. The hole is at about 71.5” from the ground level. The tank leveled was lowered and a temporary fix is in place. We received a bid from Tank Maintenance Systems of \$9,260 to repair the hole. We are waiting on any other potential bids at this time.

12. Valley Heights Subdivision: A meeting was held with Box Elder and Valley Heights to discuss water to Valley Heights. Box Elder was open to the idea of RVSD just providing bulk water to them and they continue to serve Valley Heights. Box Elder has a couple of things to work out on their end, but another meeting is scheduled for March 13th. An update will be provided after that meeting.

13. Gen 2 Nanostone Module Installation: The generation 2 Nanostone modules have been installed and are working very well. This has increases production from 1,187 gpm to 1,652 gpm.

MISC. INFO.

- 2026 Election terms expiring – Andy, Shirley, Diana
- N. Valley Dr. Segment 1 work will begin soon the contractor is wanting to get started soon.

There being no further business, the meeting was adjourned at 6:40pm.