

SPRING CREEK / COW CREEK SANITARY DISTRICT
MEETING MINUTES
REGULAR MONTHLY MEETING
Wednesday, December 9, 2020

The regular monthly meeting of the Spring Creek / Cow Creek Sanitary District was held at the Outpost Lodge, East Meeting Room and called to order at 7:04 p.m.

Chairmen Utech, Russell and Wiseman and Clerk Anderson were in attendance.

Utech called for a motion to approve the Agenda. Russell made the motion to approve the agenda. Wiseman seconded. All voted in favor. Motion carried.

Minutes from the meeting on November 12, 2020 were presented. Wiseman made a motion to approve the minutes. Russell seconded. All voted in favor. Motion carried.

Wiseman presented the final Asset Transfer agreements from Hughes County to Spring Creek/Cow Creek Sanitary District, effective January 1, 2021. He reported to the Board that the agreements were approved by the Hughes County Commissioners on Monday, December 7, 2020. Wiseman made a motion to approve the Asset Transfer agreements, Russell seconded. All voted in favor. Motion carried.

Wiseman also added that a meeting with Hughes County was scheduled for Friday, December 11 to sign the transfer agreements and review other business relative to the transfer. Russell made a motion to give Chairman Utech the authority to sign the agreements on behalf of the District. Wiseman seconded. All voted in favor. Motion carried.

Anderson, after review with Wiseman, presented the year-to-date treasurer's report. A copy of the report is attached to these minutes. Wiseman made a motion to approve the treasurer's report. Utech seconded. All voted in favor. Motion carried.

A schedule of outstanding accounts payable was presented by Anderson.

Anderson Nill & Associates, Inc.-\$1,050.88; Bryan Wiseman-\$33.40; Capital Journal-\$134.40; Lammers, Kliebacker & Dawson-\$5,863.39.

Wiseman made a motion to approve payment of \$4,371.89 to Lammers, Kliebacker & Dawson due to cash flow constraints and hold all other payments until the January asset transfer. Utech seconded. All voted in favor. Motion carried.

Discussion was held on the process for updating and publishing annual rates. It is the District's intent to follow the rate adjustment process as historically held by Hughes County which includes a 3% rate increase at the start of each year. The discussion was tabled until the next meeting so the Board could seek clarification from the District attorney regarding the process to publish the adjusted rates.

Wiseman presented the 2021 Budget to the Board. He indicated that he used prior years' financial information from Hughes County, along with known expenses to create the budget. Utech made a motion to accept the budget as presented. Russell seconded. All voted in favor. Motion carried.

Russell reported on the completion of the website and it is ready to go live. Wiseman made a motion to add the website – www.springcowcreeksanitarydistrict.com – as the third Official Publication of District business through February 28, 2021. Beginning on March 1, 2021 the website will become the only

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Official Publication of District business. Russell seconded the motion. All voted in favor. Motion carried.

Wiseman updated the Board on the Bartlett & West contract for mapping the district. The final information was sent to Bartlett & West on November 30, 2020. Wiseman was told by a company representative that they should have the maps complete by the end of December.

Wiseman reported to the Board his meeting with DENR regarding the sanitary survey conducted on November 19, 2020. He stated this meeting to be of value to him as a Board member. Wiseman discussed the findings and recommendations with the Board, as well as registered the District under the SD Water and Wastewater Agency Response Network (SDWARN).

Wiseman presented the final Management Contract with Doug Ripley for approval by the Board. Wiseman has reviewed the contract with Ripley to both parties' satisfaction. Utech made a motion to approve the full Management Contract with attached Exhibit A - General Manager Stipulations and Exhibit B - Draft of Duties. Russell seconded. All voted in favor. Motion carried.

Utech opened the floor to public comment. Discussion was held regarding the amendment of ordinances and clarification of ownership in the case of line breaks.

Utech called the meeting to Executive Session to discuss contracts at 8:16 p.m.

Utech made a motion to call the meeting to Regular Session at 8:58 p.m. Russell seconded. All voted in favor. Motion carried.

Being no further business, Utech made the motion to adjourn the meeting at 8:58 p.m. Russell seconded. All voted in favor. Motion carried.


Vic Utech, President

ATTEST:


Jennifer Anderson, Clerk