

Hisega Meadows Water, Inc.
Board of Directors Meeting - February 12, 2018 @ 6:30 PM
Johnson Siding Fire Dept.

Present: Randy Smart, Pres. (2018), Rick Schurger, V-Pres. (2019); Craig Fischer, Treas. (2020); Ron Gordon, Director (2020); Penny Kaiser, Sec. (2019); Scott Licht-Manager/Water Operator; Larry Deibert, bookkeeper/transcriber. Pam Anderson, Billie Pesek, Mick Blumer, Ken Moss & John Nelson were in attendance

Randy Smart called the meeting to order at 6:30 PM.

Website Committee: John Nelson showed a preliminary version of the Web-site. The web site address is: www.Hisegawater.com. Stripe payment processor using “ACH” will cost 2.9% plus \$0.30/transaction cost associated (example: A \$100 water fee bill would have an additional \$3.20 added to the \$100; the cost will be paid by each member using the web site payment feature). Larry & John will meet next week to input information concerning each of the members. The monthly fees, which include the maintenance and hosting will be \$35/month.

Operator/Manager’s Report: January 2018 Manager & Operator Report – 2-01-18

- 1-1-18 - (.6 degrees) normal AM & PM backwash
- 1-3-18 - (7.7 degrees) normal AM & PM backwash. Prepared Dec. 2017 Monthly Report for DENR & Quarterly Report to DENR. Dec 2017 Monthly Manager/Operator Report
- 1-5-18 - Gallons pumped went from 24,470 gal to 41,260 gal. We may have a leak
- 1-6-18 - Gallons pumped increased to 63,100 gal; We definitely have a leak. Searched for a main leak
- 1-7-18 - Gallons pumped increased to 74,940 gal. Had to start doing 4 backwashes per day to keep pressure down. Continue to look for the leak.
- 1-11-18 - (4.1 degrees) Still too cold to get SD Rural Water to help with their portable well (leak detection equipment). Started # 2 pump (pumps most gallons per minute) to try to keep reservoir full.
- 1-12-18 - (4.8 degrees) #2 pump quit during night. Reservoir at 4' (full is 8') Started #3 pump. Contacted SD Rural Water. Everyone from Rural Water was at the State Convention. Nick Jackson said they had their leak detection trailer tore down & winterized for the winter. Nick said he would put the trailer back together on Monday & set 1-18-18 as the 1st available date he could check our system (had to be above freezing)
- 1-13-18 - (18.8 degrees) #3 shut off during night. It had not been off too long since the pump was still warm when I went to do the morning backwash. Large 35,000 gal per day leak has not shown up yet. Continued looking for the leak or leaks. Found leak was not in the Rolling Hills area served by the Carter Reservoir. Also found leak was not in the area served by the Evergreen reservoir. Checked curb stops in high pressure areas & homes where water customers were gone for the winter.
- 1-14-18 - Installed new filters. 24 days: 1,167,100 gal. Floor drain has frozen up for the winter.
- 1-15-18 - (-12.3 degrees at 9:30 PM).
- 1-18-18 - Rural water came out & the first area we checked was the high-pressure area, lower loop of Pioneer Ave. This was an area that Mick Blumer, Keith Lau, & I found 2 curb stops that had water in them the week before. I had Sage Construction ready to dig them up if rural water determined that this was the leak. Rural water found that the maximum leak between the 2

were .66 gal per minute. It could be much less because we did not turn off all curb stops in the area we isolated. (there could have been people using water.) This was not the leak we were looking for. Next, we checked the upper loop of Pioneer. We then went & checked the Big Piney Area and the main leading East to the Casey Pumping pit. This area had never been checked by Rural Water. There were no leaks indicated. Mick Blumer & Craig Fisher helped and their help was greatly appreciated.

1-19-18 – (40.1 degrees) Rural Water checked the new main between Black Hills Receptions and the Big Piney Reservoir. There was some water use (we did not turn off customer curb stops) but nothing that indicated a leak. We did find that a 6” main valve in front of Black Hills Receptions was only on 2 turns. We then checked the new main between Black Hills Receptions & Wheaton Rd & found a 16.8 gal per minute leak. This was our leak area. Craig Fisher & I turned off curb stops until we isolated the leak at Black Hills Event Center. (former Fireside Inn). After turning off Black Hills Event Center the Reservoir went from 1.5' down to full in only a matter of a couple of hours. Also, with the 6” main valve fully open customers in the Heritage Homes area should see better pressure at times of high use.

1-20-18 - The rest of the month was back to normal.

1-31-18 - I estimate the water loss to be around 555,745 gal. I was able to get into Black Hills Event Center crawl space and got a meter reading. The meter looks good but I cannot tell until I turn the water back on. I did give the reading to Larry & he should be able get the actual water loss if all the water went thru the meter.

Also helping to look for leaks were Norm Tschetter & Ron Brown. I also had other water system customers & board members offer to help.

Dwight worked 7 days in Jan, 2018

Water Sample 1-2-18 At Jack Sanders Office (found his water frozen & space heater off)

E-coil sample taken on 1-9-18 & 1-23-18 1,544,203 gallons pumped in January.

The chlorine pump has stopped working several times in the last several months. I have managed to get it going again but it would be good to have a spare (under \$1000.00). If it fails for good it will be on a weekend or holiday.

Randy suggested that Scot should order a chlorine pump to have as a spare.

Penny will look in R&R to see who the curb stop belongs to, is it HMWI or the individual members.

Bookkeeper's Report: Rick made a motion to approve the Treasurer's Report; Penny seconded. Motion carried unanimously.

Minutes: The January 8, 2018 minutes were reviewed. Rick made motion to approve the minutes; Craig seconded. Minutes were approved unanimously.

Old Business:

Storage Structure: The dimensions for storage units are 8' X 10' X 40' (\$4250 plus \$100 delivery). A residential building permit needs to be acquired from the county for either a storage unit or a shed. Rick believes the permit will be less than \$100. Rick needs a copy of the plat for the property in question. Larry thinks he has a copy of the plat in the files and will send a copy of the plat showing the property on Lindsey Dr. to Rick. PVC pipes, sand for the filters, some spare pumps are items that need to be stored in the structure.

Paperwork – What gets Filed or Shredded? Shelving for the safe is completed. Penny & Scot will help sort and decide what needs to be retained.

New Business:

2016 Balance Sheet vs. 2017 Balance Sheet -Spending Comparison:

Mick was comparing the first six months of 2016 fiscal year and the first six months of 2017 fiscal year; he stated there was a substantial increase in spending for fiscal year 2017. Mick suggested looking at installing an additional electric meter to save on electricity at the pump house. Mick suggested creating a grant writing committee for acquiring future grants such as a possible grant for purchasing remote reading water meters. No further action was taken on the recommendations.

Board Meeting Reports: Appropriate time for sharing information? Randy made the statement that reports should not be shared outside of the Board members until approved at a Board meeting.

Invoice for Water usage at old Fireside: After the water break January 5, the water meter shows 609,700 gallons for the month of January. We do not know the costs for having Rural Water look for leaks; they worked with Scot all day Thursday & Friday morning (Jan. 18 & 19). An invoice for the Rural Water costs (approx. \$200/day) and the number of gallons used during the break shall be prepared by the bookkeeper and submitted to the owner of the property.

Amending of August 14th board meeting minutes: The process to amend minute's needs to follow "Roberts Rules of Order." Penny & Randy agreed to write down the discussion that was held between Holly Blumer and Randy. An addendum will be approved at the March meeting to the August 14 minutes.

Audit HMWI Books: Randy would like to have an audit to review the books; Penny said we need to Make sure HMWI is self-sustaining company. Is the cost of an audit necessary? Randy will get information from Ken Moss about an accountant in Hill City who might be able to conduct an audit. Randy will have Larry talk with the accountant. The issue was tabled until March.

Property Locks: Randy suggested that all the locks on the Reservoirs (water storage covers) and man-hole covers be changed to a more secure lock. Scot will get a count of the number of locks needed. Craig will have Harvey's Locks rekey the door lock at the Pump House.

Misc.:

Being no further business, Ron made a motion to adjourn; seconded by Craig. Meeting adjourned at 8:20 PM

The next regular board meeting will be 6:30 PM, Monday, March 12, 2018 same place.

Respectfully submitted,

Larry Deibert
Transcriber