

# WEST DAKOTA WATER DEVELOPMENT DISTRICT

## Meeting Minutes - January 20, 2010

**Members Present:** James R. Hawke, Gale Holbrook, Lavern E. Koch, Orland Paulsen, Dwight W. Peterson, J. Foster Sawyer and H. Edward Yelick

**Members Absent:** R.J. Inskeep

**Guests Present:** Drs. Alvis Lisenbee and Mike Terry, Samantha Saxton and Rachel Brown, SDSM&T; Brittney Molitor, Pennington County; Joanne Noyes and Mark Fahrenbach, South Dakota Geological Survey; Janie Holbrook, visitor

**Staff Present:** Blaise Emerson, Denise Livingston and Lola Lincoln

Chairman Holbrook called the regular meeting of the West Dakota Water Development District to order at 2:00 P.M. Roll call was taken, and a quorum was declared present. Before starting the meeting, Chairman Holbrook asked that two items be added to the Agenda under Old Business: (1) increasing the per diem rate paid to Board Members, and (2) exploring a possible change in the time of day West Dakota Board Meetings are held.

### MINUTES

**MEMBER YELICK MOVED TO APPROVE THE MINUTES FOR THE BOARD'S DECEMBER 16, 2009 MEETING AS PRESENTED; MEMBER PETERSON SECONDED, AND THE MOTION PASSED UNANIMOUSLY.**

### REPORTS

*Project Updates* - Dr. Lisenbee presented a verbal synopsis of three final reports for projects completed in 2009, advising written reports would be available in the next week or so. He then introduced Samantha Saxton and Rachel Brown for a report on preparation of an atlas of various quadrangles.

Ms. Saxton reported they were working on getting the information into a format for the public that is user friendly no matter the background of the visitor. She said she was developing templates so that data for future projects can be pulled into a consistent format, after which time the information will be converted into a GEOpdf, which is a more enhanced format. The GEOpdf format by TerraGo Products has more layering capabilities than other programs so, instead of having a very busy map, a cleaner presentation of the information on the various maps (depth-to-formation, susceptibility, vulnerability and structural contour) is possible. She said they were also working on strip maps "...so people could get a better sense of what is going on regionally."

Ms. Brown advised they are currently developing a website (aquifers.sdsmt.edu) and that a tutorial will be available to assist in utilizing the maps. She said the website data will be protected so that the public cannot manipulate or change it and stressed the fact that this service will be free of cost to the public.

In closing Ms. Saxton advised "...we're focusing primarily on getting the maps that are close to being finished to the public so they can start utilizing them."

*Report on Laser Scanning/Fracture Analysis in Rochford Quadrangle* - Dr. Terry updated Board Members relative to the progress of this project and its findings. He recalled for Members that the initial contract was in the amount of \$10,900.00 and covered the period June 1, 2009 through December 31, 2009. He said unused funds in the amount of \$3,682.97 currently exist and asked for a time extension through August 2010 to complete the geologic map and fracture analysis of the major rock types in the Rochford Quadrangle using the Lidar Laser Scanning Technique.

**MEMBER YELICK MOVED TO GRANT A TIME EXTENSION TO THE END OF AUGUST 2010 FOR THE COMPLETION OF WORK ON THIS PROJECT BY DR. TERRY AND STAFF; MEMBER PETERSON SECONDED, AND THE MOTION PASSED UNANIMOUSLY.**

## OLD BUSINESS

**2010 Elections** - Administrative Manager Emerson advised petitions were available to Board Members but that if they wanted to use Ms. Lincoln as their Notary Public, they would have to wait until such time as she receives notice from the State of South Dakota as to her commission renewal date, which she should have in a week or two. Upon receipt of that renewal, Staff will notify Board Members so they can pick up their petitions. They will need a minimum of 25 signatures but were encouraged to get at least 30 and to be sure those signing their petitions were registered in the appropriate districts. Petitions are considered filed if mailed by REGISTERED or CERTIFIED mail prior to 5:00 P.M. on March 30, 2010, to the Secretary of State's Office, 500 East Capitol, Pierre, South Dakota. If Board Members decide to have staff review and mail their petitions, they should be in West Dakota's Office by March 23, 2010.

**Per Diem Increase** - After a brief discussion about the necessity of increasing this rate to attract potential West Dakota Board Members in the future,

MEMBER YELICK MOVED THAT EFFECTIVE JANUARY 1, 2011, THE PER DIEM RATE PAID TO WEST DAKOTA BOARD MEMBERS BE INCREASED TO \$100.00 PER MEETING FOR REGULAR BOARD MEETINGS AND \$75.00 PER MEETING FOR OTHER MEETINGS UNLESS THEY GO OVER SIX HOURS, AT WHICH TIME MEMBERS WILL BE REIMBURSED AT THE \$100.00 RATE; MEMBER HAWKE SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

**Meeting Time Change** - After a brief discussion, a decision was made to leave the time for West Dakota's Board Meetings at two o'clock.

## NEW BUSINESS

**Proposal for Public Relations Plan** - Mr. Emerson reviewed with Board Members his proposal for this plan item by item, advising outside professional expertise would probably be utilized in developing the logo and website and that Ms. Denise Livingston will be the point person in developing much of the information for the brochures, website content, PowerPoint Presentations, display boards and educational materials.

MEMBER KOCH MOVED TO ACCEPT THE PLAN AS PRESENTED AND AUTHORIZE STAFF TO PROCEED WITH REFINING DETAILS FOR PRESENTATION AT A FUTURE BOARD MEETING; MEMBER SAWYER SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

Mr. Emerson said he will have some examples of a logo and drafts of brochures for the next Board Meeting along with time frames for completion of other items identified in the Plan and possibly a proposal or two concerning a website.

**Update on Pennington County's Onsite Wastewater Treatment Ordinance** - Ms. Molitor updated Members advising that the process was winding down and hopefully a recommendation will be ready for the Pennington County Planning Commission shortly. The next meeting of the Clean Water Committee is scheduled for February 4, 2010, at 5:00 P.M. at the Courthouse. Mr. Emerson will let Board Members know if the ordinance moves on to the Planning Commission and from there to the County Commission.

## ADMINISTRATIVE ITEMS

**Memorandum of Understanding** - This item is the District's annual agreement with the Black Hills Council for the providing of staff services and office space for Calendar Year 2010 and is basically the same as last year's agreement with only a change in the "compensation" budget line item per the adopted budget for 2010.

MEMBER PETERSON MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE BLACK HILLS COUNCIL OF LOCAL GOVERNMENTS SD FOR CALENDAR YEAR 2010 AS PRESENTED; MEMBER HAWK SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

### **Authorization for Audit** -

MEMBER YELICK MOVED TO AUTHORIZE PREPARATION OF AN AUDIT OF WEST DAKOTA FOR 2009 BY CATHY HAVEMAN, CPA; MEMBER PAULSEN SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

Designation of Official Newspaper -

MEMBER PETERSON MOVED TO DESIGNATE THE RAPID CITY JOURNAL AS WEST DAKOTA'S OFFICIAL NEWSPAPER; MEMBER SAWYER SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

Election of Officers -

MEMBER PETERSON MOVED TO RELECT THE CURRENT SLATE OF OFFICERS (GALE HOLBROOK, CHAIRMAN; J. FOSTER SAWYER, VICE-CHAIRMAN AND R.J. INSKEEP, SECRETARY); MEMBER KOCH SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

Selection of Treasurer -

MEMBER YELICK MOVED TO APPOINT ADMINISTRATIVE MANAGER EMERSON AS WEST DAKOTA'S DESIGNATED TREASURER; MEMBER PAULSEN SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

2009 End-of-Year Closeout and Transfer of Funds -

MEMBER PETERSON MOVED TO AUTHORIZE THE TRANSFER OF \$26,780.73 FROM CAPITAL RESERVE TO COVER A \$25,000 COMMITMENT MADE TO RAPID CITY IN MARCH OF 2006 FOR A STORMWATER DEMONSTRATION PROJECT ALONG OMAHA STREET, AS WELL AS \$1,780.73 IN OTHER CATEGORY OVERAGES FOR 2009; MEMBER YELICK SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

Black Hills Regional Multiple Use Coalition Membership -

MEMBER PAULSEN MOVED TO APPROVE THE DISTRICT'S CONTINUED MEMBERSHIP IN THE BLACK HILLS REGIONAL MULTIPLE USE COALITION ORGANIZATION (\$100.00); MEMBER KOCH SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

Payment of Bills and Transfer of Funds -

MEMBER YELICK MOVED TO APPROVE PAYMENT OF BILLS FOR THE MONTH OF JANUARY IN THE AMOUNT OF \$49,032.55 AND AUTHORIZE THE TRANSFER OF FUNDS NECESSARY FOR PAYMENT; MEMBER HAWKE SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

2010 Hydrology Conference - Member Sawyer inquired as to whether or not West Dakota would be sponsoring all Board Members for attendance at the Conference as has been the practice in previous years. Mr. Emerson affirmed sponsorship for all Members wishing to attend the Conference in April.

Next Meeting Date - The next meeting date will be March 17, 2010.

ADJOURNMENT

MEMBER YELICK MOVED TO ADJOURN AT 3:35 P.M.; MEMBER PETERSON SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,

  
R.J. Inskeep, Secretary