

**AGENDA
BOARD OF SUPERVISORS' MEETING
POWDER HOUSE PASS
COMMUNITY IMPROVEMENT DISTRICT
9:30 AM MST January 9, 2025
Powder House Pass Community Building
11283 Powderhouse Trail
Lead, SD 57754**



A) ROLL CALL/CALL TO ORDER

B) APPROVE MINUTES

- 1) Approve Minutes of December 12, 2024 Regular Meeting

C) LEGAL

- 1) CID Appointments

D) FINANCE

- 1) Resolution 2025-01 Salary Resolution
- 2) Work Change Directive
- 3) Garbage Contract Ratification
- 4) Land Donation Ratification
- 5) Vacation Rental Fees
- 6) December/End of Year Finances
 - a) December Bill List

E) STREETS AND UTILITIES

- 1) Operations Update

F) ITEMS FROM VISITORS

G) ITEMS FROM BOARD

H) MEETING AND ANNOUNCEMENTS

- 1) **CID Board Meeting:** February 13, 2025 9:30 AM MST (10:30 CST) PHP Community Building

I) ADJOURN

The public can participate in the meetings of the Board of Supervisors of the Powder House Pass Community Improvement District by attending in person at the PHP Community Building at 11283 Powderhouse Trail, Lead, SD.

The public may also attend via the Teams Meeting Platform. If you wish to participate by Teams audio/video, please send your email address prior to the meeting to mike.stahl@phpcid.org and the Teams Meeting invite will be forwarded accordingly.

If you wish to attend by audio only, it is also on the Teams Meeting invite via telephone by calling (312) 667-7189 and using the meeting Access Code as shown on the invite.

POWDER HOUSE PASS COMMUNITY IMPROVEMENT DISTRICT 2025 BOARD APPOINTMENTS

President Greg Kaschmitter made the following appointments:

- **Staff:**

District Manager Kent Wince

Operations Manager Tony Merkel

- **Others:**

CID Attorney Lynn, Jackson, Schultz & Lebrun

CID Engineer Advanced Engineering and Environmental Systems, LLC (AE₂S)

CID Newspaper Black Hills Pioneer

CID Depository First Interstate Bank

RESOLUTION #2025-01

**A RESOLUTION ESTABLISHING THE SALARIES FOR THE EMPLOYEES
OF THE
POWDER HOUSE PASS COMMUNITY IMPROVEMENT DISTRICT
FOR THE YEAR OF 2025**

IT IS HEREBY RESOLVED by the Powder House Pass Board of Supervisors that the following resolution, repealing all prior salary and wage resolutions, be passed and approved. The officers and employees shall be paid biweekly at the following salary or hourly rate:

POSITION	EMPLOYEE	SALARIES	
		ANNUAL	HOURLY
District Manager	Wince, Kent	\$84,222.00	
Operations Manager	Merkel, Tony	\$64,500.00	

AND, BE IT FURTHER RESOLVED that salaried employees shall not receive compensation for time in excess of 40 hours per week;

AND BE IT FURTHER RESOLVED any employee obtaining Utility Certifications shall receive a wage increase of twenty-five cents (\$0.25) per hour, or salary equivalent, per level of certification up to a maximum of 4 certifications;

AND, BE IT FURTHER RESOLVED all salaries and wages will be paid according to the Powder House Pass Community Improvement District's Employees' Handbook.

This Resolution shall take effect on the 20th day following its publication, unless suspended by Referendum.

Those voting aye:

Those voting nay:

Motion carried.

Dated this 9th Day of January, 2025

APPROVED:

ATTEST:

Greg Kaschmitter, CID President

Julie Stone, Secretary

Approved: January 9, 2025

Published Date:

Effective Date:

Seal

GARBAGE CONTRACT RATIFICATION

Jan 1, 2025-Dec 31, 2028

Only Bidder:

- **Refuse Solutions, Inc. Belle Fourche, SD**

First Tote: \$25.00/month

Add'l Totes: \$14.70/month

Notified Board of Supervisors, all voted AYE

Accepted Bid Dec 26, 2024

Bid Ratification: Jan 9, 2025 by Board

4-Year Contract (2025-2028)

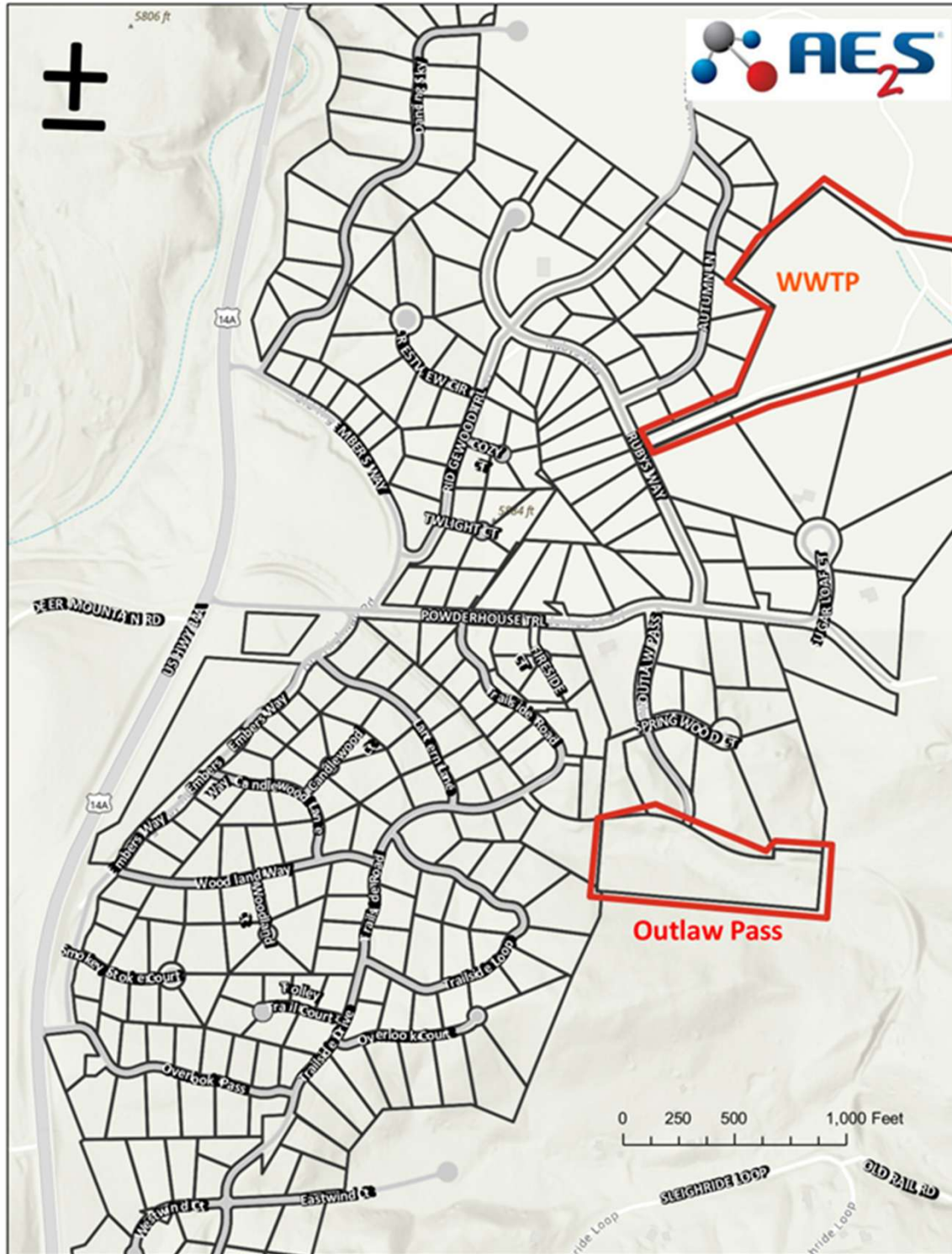
w 3 One-Year Options (2029-2031)

LAND DONATION RATIFICATION

**Four parcels donated to PHP CID by
BH Development:**

- **Wastewater Treatment Plant Area**
 - **Lots 1 & 2—13.573 acres**
 - **BLM Parcel—3.173 acres**
 - **150 ft buffer area w/in Lots 1 & 2**
- **Outlaw Pass Lift Station Area**
 - **Common Area B—7.04 acres**

**Places all CID infrastructure land
in the ownership of the CID**



Land Donation—Common Area A--WWTP

PLAT OF LOT 1 AND LOT 2 OF THE SUBDIVISION OF COMMON AREA A REVISED OF POWDER HOUSE PASS
 LOCATED IN NILE, CAIRO & CAIRO NO.5, M.S. 1834
 SITUATED IN THE S1/2 OF SECTION 8, T4N, R3E, B.H.M.,
 LAWRENCE COUNTY, SOUTH DAKOTA

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	240.54	15.16	15.16	N 29°21'47" W	3°36'38"
C2	83.50	23.96	23.87	S 22°58'58" E	10°28'17"
C3	116.50	68.67	68.63	S 31°51'41" E	34°15'44"
C4	116.50	23.65	23.61	N 54°48'32" W	11°37'58"
C5	83.50	20.82	20.76	S 53°28'59" E	14°17'04"
C6	116.50	21.25	21.22	S 51°33'56" E	10°28'58"

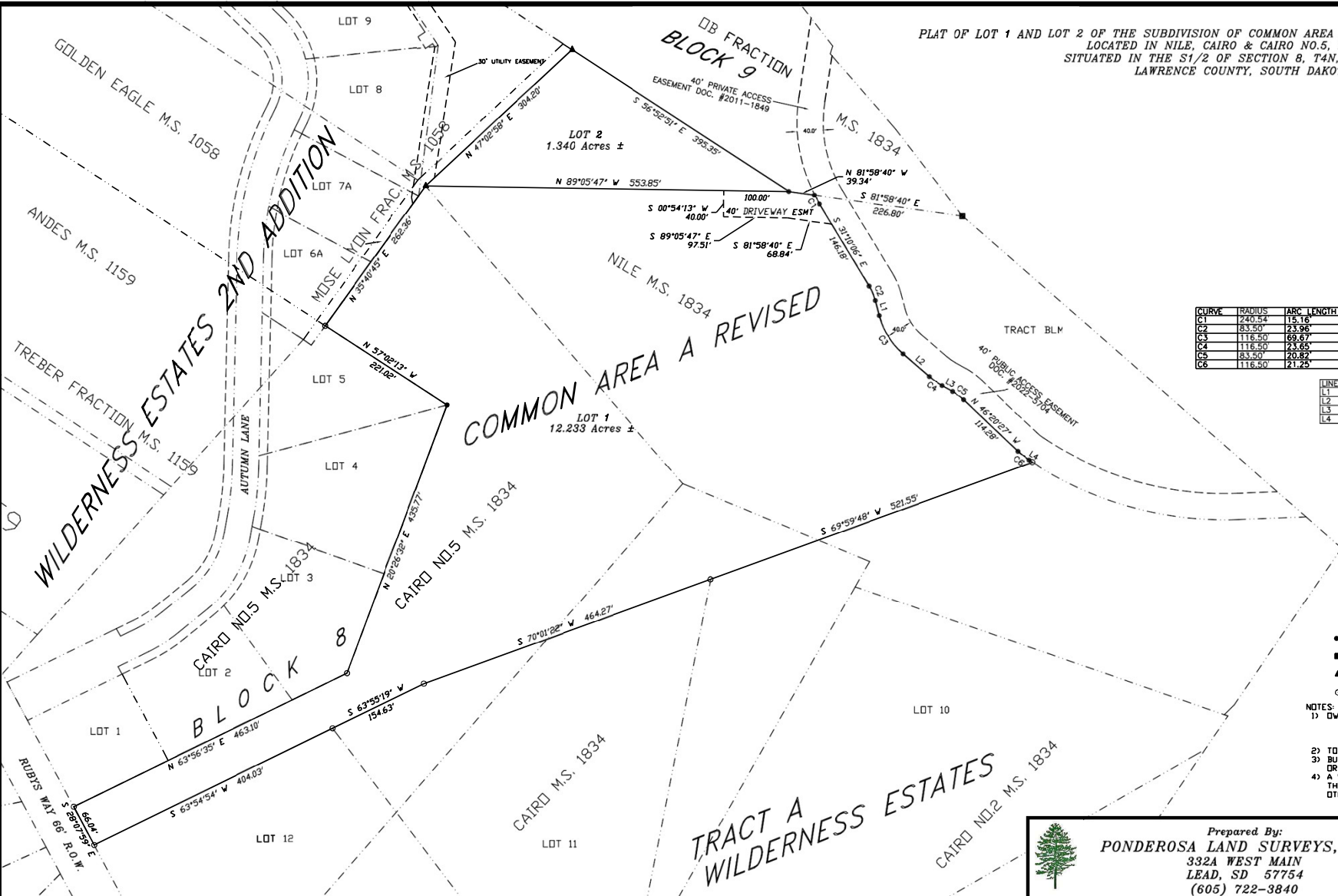
LINE	BEARING	DISTANCE
L1	S 14°43'46" E	23.73
L2	N 48°59'53" W	52.74
L3	N 69°37'51" W	18.37
L4	S 56°47'25" E	6.03



- REBAR & CAP (VREM LS6577)
- B.L.M. MONUMENT
- ▲ ORIGINAL STONE
- REBAR & CAP (ARLETH LS3977)

NOTES:
 1) OWNER: BH PROPERTIES LLC
 PO BOX 2524
 SIOUX FALLS, SD 57101
 605-351-8395
 2) TOTAL AREA OF THIS PLAT 13,573 ACRES
 3) BUILDING SETBACKS AS PER LAWRENCE COUNTY
 ORDINANCE AND SUBDIVISION COVENANTS
 4) A 5' MINOR DRAINAGE AND UTILITY EASEMENT ALONG
 THE INTERIOR SIDE OF ALL LOT LINES UNLESS
 OTHERWISE AS SHOWN

	Prepared By:	Date:	11/13/2024
	PONDEROSA LAND SURVEYS, L.L.C.	Drawn By:	L. D. Vrem
	332A WEST MAIN	Project No.:	24-497
	LEAD, SD 57754 (605) 722-3840	Dwg. No.:	24-497.dwg

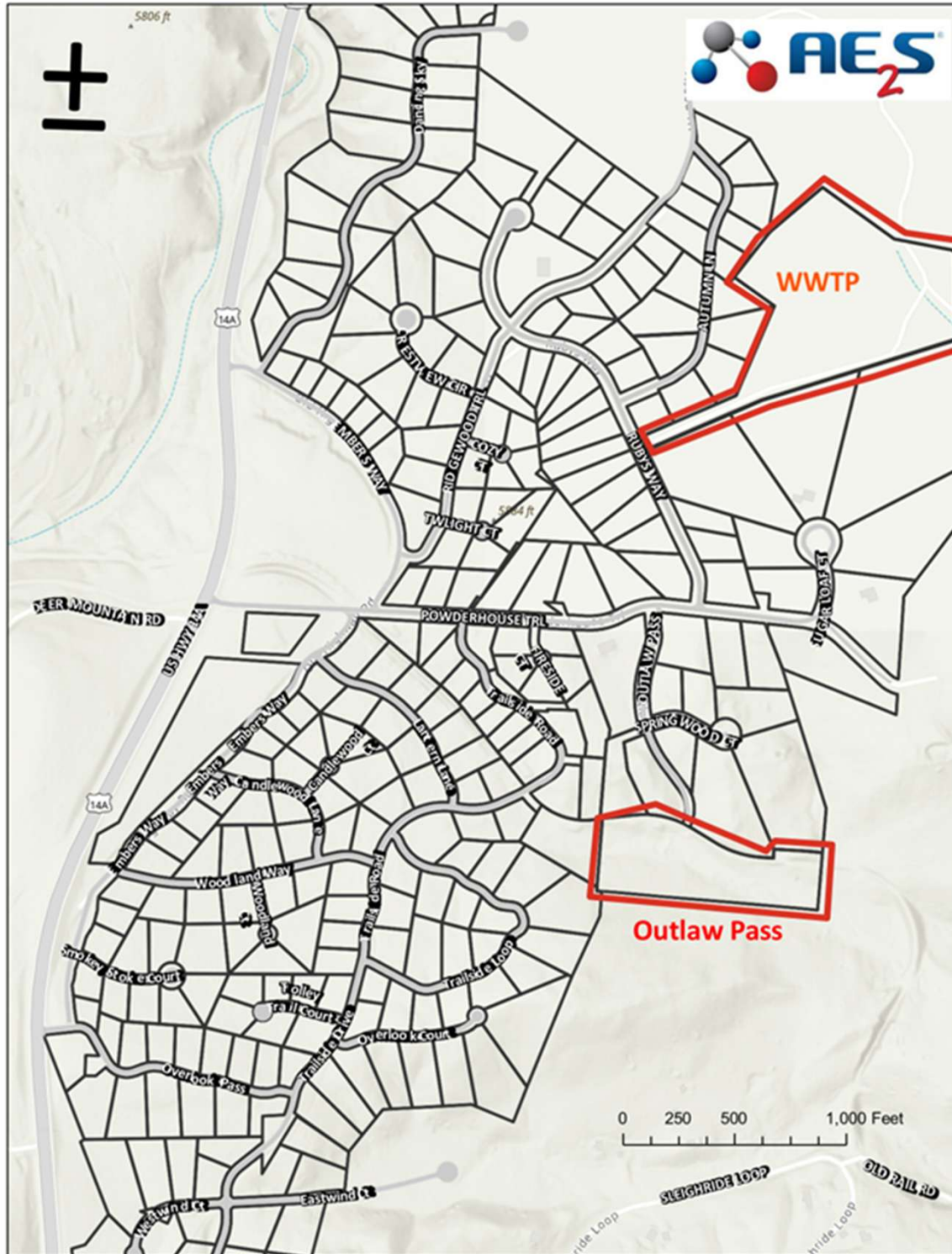


Land Donation—Common Area A--WWTP & BLM Parcel



Land Donation—Approx. Green Space—Area Buffer





Land Donation—Common Area B—Outlaw Pass Lift Station



Vacation Rental Fees Discussion Only

CID Financials

2024 December Revenues

Powder House Pass CID 2024 Actual vs. Budget - December

	Dec-24	2024 Actual	2024 Budget	% of Budget	December Notes
Beginning Total Fund Balance Estimate	(3,108.99)				
Revenue & Sources:					
Ad Valorem Tax Revenue	14,503.11	194,266.31	194,080.00	100%	Monthly Tax Receipts
Community Service Assessment	19,897.53	451,990.26	450,076.00	100%	
Water Base Fee	7,167.21	164,806.06	162,120.00	102%	Base Fees
Sewer Base Fee	3,276.43	72,035.52	74,112.00	97%	Base Fees
General Services Fee	9,453.89	215,148.68	213,844.00	101%	Base Fees
SRF Loan 1/2 Assessments	3,314.56	259,002.50	258,599.54	100%	Monthly Tax Receipts
SRF Loan 3 Assessments	7,399.68	345,463.83	339,135.07	102%	Monthly Tax Receipts
SRF Loan 4 Prepayments		19,649.28			
Water Tap Fees	17,500.00	73,000.00	36,000.00	203%	Tap Fees on 5 lots
Sewer Tap Fees	10,500.00	45,500.00	36,000.00	126%	Tap Fees on 3 lots
Utility Fees	1,930.40	102,390.15	139,500.00	73%	
Garbage Service Fee	199.46	1,856.24	1,500.00	124%	Monthly Service Charge
Sewer Overage Fees	578.07	34,679.59	60,000.00	58%	Monthly overages - 242K gal in November
Water Overage Fees	1,152.87	65,854.32	78,000.00	84%	Monthly overages - 242K gal in November
ARPA Grant Funding		-	-	#DIV/0!	
Lumen Revenue Sharing		400.00	200.00	200%	
Donations		-	-	#DIV/0!	
PHP CID Road Maintenance	450.00	450.00	1,350.00	33%	
SRF Loan Proceeds	201,736.00	4,557,862.00	-	#DIV/0!	Final Draw on SRF Loan 3 and first on Loan 4
Contractor Deposits		10,000.00			
Grinder Pump Payments		15,000.00	-	#DIV/0!	
Community Center Rental/Key Fob Fees/Interest	50.00	4,062.08	12,000.00	34%	
Total Revenue & Sources	277,281.28	6,079,036.41	1,466,940.61	414%	

CID Financials

2024 December Expenditures

	Dec 24	YTD 24	2024 Budget	%	Notes
<i>CID G&A</i>					
Accounting Fees	3,000.00	36,000.00	36,000.00	100%	
Audit	2,400.00	34,867.00	25,000.00	139%	Final Audit billing
Contract Labor	4,883.07	56,825.27	21,840.00	260%	
Consultant			6,000.00		
Payroll and Benefits Total	14,659.48	188,403.84	217,924.08	86%	
Engineering Services		15,017.74	6,000.00	250%	
Fuel for CID Equipment	845.38	4,824.57	10,000.00	48%	
Garbage Services (net)	(6,407.18)	(2,534.36)	6,891.91		Timing of Garbage payments
Insurance	3,369.00	12,879.00	12,860.00	100%	Workers Comp Audit/Premium
Legal Fees	1,469.26	16,258.20	30,000.00	54%	Lynn, Jackson / BH Pioneer Notices
IT Support	56.90	5,604.05	1,800.00	311%	
Maintenance and Repairs (General)		3,233.78	3,600.00	90%	
Website/Marketing		3,373.52	600.00	562%	
Office Expense/Supplies/Misc	2,040.00	11,518.05	7,200.00	160%	gWorks Subscription (acct software)
Property Taxes (Community Building)		8,606.76	7,200.00	120%	
Dues & Memberships		1,190.00	1,800.00	66%	
Supplies/Tools (General)		816.86	4,200.00	19%	
Subtotal CID G&A	26,315.91	396,884.28	398,915.99	99%	
<i>CID Operating</i>					
<i>Roads</i>					
Street Signs		573.63		#DIV/0!	
Road Maintenance		-	-	#DIV/0!	
Snow Removal/Sanding	1,723.60	5,193.81	3,000.00	173%	Mid Dakota Vegetation Treatment
Subtotal Roads	1,723.60	5,767.44	3,000.00	192%	

CID Financials

2024 December Expenditures

	Dec 24	YTD 24	2024 Budget	%	Notes
Water System					
Purchased Water - Lead Sanitary Disctrict	2,550.51	43,443.82	24,000.00	181%	
Booster Station Power - Black Hills Electric Coop	961.77	10,888.01	6,600.00	165%	
Utilities Consultant (Clearwater Consulting)	991.28	15,689.37	18,000.00	87%	
Maintenance Parts/Equipment	1,545.77	86,111.94	60,000.00	144%	Misc Parts - Ace Hardware
LDSB Booster Station Land Rental		-	-	#DIV/0!	
Insurance - Water Tank and Pump House		2,352.49	2,000.00	118%	
Lic Contract Operator/Maintenance		43,781.26	30,000.00	146%	AE2S - 2 months
Subtotal Water	6,049.33	202,266.89	140,600.00	144%	
Waste Water					
Sampling - MidContinent Testing Laboratories	2,382.23	14,205.92	9,000.00	158%	
WWTP Power - Black Hills Energy- 5915748661 /668	4,029.70	31,017.92	24,000.00	129%	
WWTP Sludge/Sewage Pumping		9,614.26	22,500.00	43%	
WWTP Gas- Montana Dakota Utilities- 60330553870	65.75	888.70	840.00	106%	
Maintenance Parts/Equipment	9,082.33	33,685.93	36,000.00	94%	Filters, Ace Hardware
Fines & Penalties	250.00	29,350.00	-	#DIV/0!	DANR Fine
Lift Station Electricity - Black Hills Energy- 84647271	195.67	2,109.00	2,700.00	78%	
Lift Station Gas - Montana Dakota Utilities	54.07	831.82	780.00	107%	
Insurance - WWTP and Lift Station		13,425.49	4,800.00	280%	
Licensed Contract Operator/Maintenance		98,670.28	60,000.00	164%	AE2S - 2 months
Subtotal Waste Water Treatment	16,059.75	233,799.32	160,620.00	146%	
Community Center / Pool / Shop					
Electricity - Black Hills Energy- 6924653120	628.08	9,090.21	7,200.00	126%	
Gas - Montana Dakota Utilities- 39057271361 / 387	554.16	9,872.14	15,000.00	66%	
Cable/Internet		1,040.28	1,200.00	87%	
Insurance		339.49	-	#DIV/0!	
Maintenance, Equipment, and Repairs	685.98	34,646.24	24,000.00	144%	Val Matic Repair Kit
Subtotal Community Center	1,868.22	54,988.36	47,400.00	116%	
Total CID Operating Expenditures	52,016.81	893,706.29	750,535.99	119%	

CID Financials

2024 December Expenditures

	Dec 24	YTD 24	2024 Budget	%	Notes
<i>CID Other Expenditures</i>					
SD DANR 1/2 Loan Principal & Interest		219,343.03	220,372.81	100%	
SRF Loan 1/2 Reserve	3,314.56	39,093.67	38,226.73	102%	
SRF Loan 3 Reserve	7,399.68	344,084.58	339,135.07	101%	
SRF Loan 4 Reserve		-			
WRRF/Outlaw Pass Project		4,404,753.59	-	#DIV/0!	Rice Lake was paid \$171K in Jan
Grinder Pump/Construction Reserve		25,000.00		#DIV/0!	
Snow Loader Payment		25,561.41	24,344.20	105%	
Loan Fees/Interest	767.73	767.73		#DIV/0!	LOC Fees
Capital Fund Expenditures		59,663.89	29,000.00	206%	
<i>Subtotal CID Other</i>	11,481.97	5,118,267.90	651,078.81	6%	
<i>Total Expenditures</i>	63,498.78	6,011,974.19	1,401,614.80	429%	
Transfer (To)/From General Reserves			0.00		
<i>Net Revenue & Expenditures</i>	213,782.50	67,062.22	65,325.81		
Ending Total Operating Fund Balance	210,673.51				

Fund Balance Report-December 2024

GENERAL FUND	BEGINNING FUND CASH BALANCE	MONTHLY ACTIVITY				ENDING FUND CASH BALANCE
	1-Dec-24	DEPOSITS	TRANSFERS		PAYMENTS	31-Dec-24
			IN	OUT		
General Fund	\$16,124.32	\$24,656.46			\$32,018.85	\$8,761.93
Water/Sewer Fund	(\$17,889.92)	\$252,624.82		\$10,714.24	\$22,109.08	\$201,911.58
Capital Reserve*						
TOTAL	(\$1,765.60)	\$277,281.28		\$10,714.24	\$54,127.93	\$210,673.51
ENTERPRISE FUNDS						
SRF Loan 1/2 Fund Reserve	\$220,882.34		\$3,314.56			\$224,196.90
SRF Loan 3 Fund Reserve*	\$696,323.02	\$3,250.76	\$7,399.68			\$706,973.46
SRF Loan 4 Reserve						
Construction Deposits	\$10,000.00					\$10,000.00
Grinder Pump Reserve	\$15,000.00					\$15,000.00
TOTAL	\$942,205.36	\$3,250.76	\$10,714.24			\$956,170.36
TOTAL - ALL FUNDS	\$940,439.76	\$280,532.04	\$10,714.24	\$10,714.24	\$54,127.93	\$1,166,843.87

HELD IN THE FOLLOWING ACCOUNTS:		Ending Balance
CHECKING		
First Interstate Bank		\$ 235,673.41
TOTAL CHECKING		\$ 235,673.41
SAVINGS		
First Interstate Bank Savings (General Funds/Op Reserves)		\$ -
First Interstate Bank (SRF Reserves Acct)		\$ 31,512.63
Fidelity (SRF Reserve Acct)		\$ 899,657.73
TOTAL SAVINGS		\$ 931,170.36
TOTAL BALANCE		\$ 1,166,843.77

* Also have a \$200,000 LOC available through First Interstate Bank

December 2024 Transactions

Vendor	Memo	Amount
Ace Hardware of Lead	Misc Supplies	\$ 656.13
All Net Connections	Standard Rate	\$ 56.90
Black Hills Electric Cooperative*AUTO	Monthly Electric Autopay	\$ 961.77
Black Hills Energy-AUTO	CID Electric Service	\$ 4,853.45
Black Hills Pioneer	Publishing Notices 934 and 110	\$ 231.48
CBH Co-op	Fuel for CID Equip	\$ 845.38
Clearwater Consulting & Water Mgmt, LLC	Invoicing and Admin Services	\$ 991.28
DANR	Fine	\$ 250.00
Delta Dental of SD-AUTO	2024 Premiums	\$ 285.20
Fil-Trek Corporation	Cartridges	\$ 8,431.28
gWorks	Yearly Subscription fees-2025	\$ 2,040.00
Hawkins Inc.		\$ 1,669.71
Ketel Thorstenson, LLP	CID Audit	\$ 2,400.00
Lead-Deadwood Sanitary District #1*AUTO	Acct 88007001 11/01/24 to 11/31/24	\$ 2,550.51
Lynn, Jackson, Shultz & Lebrun	PHP/CID General matters14483.006	\$ 1,237.78
Mid Dakota Vegetation Management	Road Maintenance	\$ 1,723.60
MidContinent Testing Laboratories, Inc.	Potable Water Testing	\$ 2,287.00
Mike Stahl	Consulting	\$ 4,883.07
Montana-Dakota Utilities*AUTO PAY	Gas	\$ 673.47
Rapid Delivery Inc	Water Sampling	\$ 95.23
RMB Associates LLC	Account/Admin Service 2024	\$ 3,000.00
SDML Workers Comp Insurance	Workers Comp Member 555 1/25 to 1/26	\$ 2,106.00
SFM Mutual Insurance Co	Workers Comp Insurance Installment Policy # 103687.207	\$ 1,263.00
South Dakota 811	Messages	\$ 6.30
South Dakota Retirement System	Retirement Contributions	\$ 1,244.36
Sparkling Clean	Monthly cleaning services OCT 24	\$ 166.72
Val-Matic Valve and Mfg. Corp.	1 56048700	\$ 404.34
Wellmark*AUTO	Policy Group # 00626453-1000 10/01/24 to10/31/24	\$ 3,302.31
	Total	\$48,616.27