

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
August 16, 2022

The Board of Trustees of the Colonial Pine Hills Sanitary District met on August 16, 2022 at the CPHSD Office Building. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Don Nolting, Vice President; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Ron Colerick, Trustee was absent with approval. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; Beth Nelson, Admin GIS/GPS; and Mike Riker, System Operator. Special guest was Tracy Hanson, Ketel, Thorstensen LLP, Auditor.

AGENDA:

Rausch made motion, seconded by Nolting to approve tonight's agenda without change. The motion passed with a unanimous voice vote.

MINUTES:

Draine made motion to approve the minutes of July 19, 2022 as written. A second was given by Nolting. The motion passed with a unanimous voice vote.

AUDIT REPORT:

Tracy Hanson of Ketel, Thorstensen LLP, gave the report of our audit of CY2020 & CY2021. She explained the audit standards along with any changes to the standards since the last audit two years ago. The audit did not find any errors or questionable practices within our operation. She did explain that the audit report must contain disclosures pertaining to certain practices that small organizations generally do. These include the fact that Ketel does the financial report for us from our records and they make the journal entries necessary such as depreciation. These are done by them because they have the expertise that our employees do not have. They also note that due to our staff size there are things that a single person will do from beginning to end and they we have oversight of these items within our procedures to prevent fraud. At the conclusion, Mills asked for a motion for approval of the audit report. Draine made the motion, with a second from Nolting. The motion passed by unanimous voice vote.

FINANCIAL REPORT:

The financial report for July was presented. Mills opened the floor for discussion and/or comments. Martin stated that there was over 10 million gallons of water sold during July and that August revenues looks good. Draine made motion, seconded by Rausch to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we now have 349 Kamstrup Radio Read water meters installed. He noted that Askland Construction repaired three service line leaks. They were on Kerry Drive,

Okpealuk Street and Clarkson Road. The combined cost for these was \$7,959.20. Two of these will require asphaltting and is scheduled for the last week in August. At last month's meeting Martin has stated that we would require a computer upgrade on one of our older desktops at some point in the future and that one of the laptops we have is not upgradable and should also be replaced as necessary. Mills asked for a motion to approve the Manager to purchase these new machines at the time he thinks is feasible. After a short discussion Draine made motion, seconded by Rausch, to approve the Manager purchasing the two machines at the time he thinks proper. The motion was approved by unanimous voice vote. There being no further discussion Nolting made a motion, seconded by Draine, to approve the Manager's report. The motion passed by unanimous voice vote.

OPERATOR'S REPORT:

Riker gave the Operator's Report. He reported that monthly sampling has been completed for the month. All the wells are running well. But we are producing vast amounts of water. He said that we used 362,824 gallons per day in July and for the first ten days of August we averaged 365,195 gallons per day. He said that should we lose a well that we can't keep up with the current demand. He suggested we just be cautious and observe. There being no questions Rausch made motion, seconded by Nolting to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. GPS/GIS Asset Management and Mapping:

Beth Nelson gave a report on the status of the Asset Management project. She gave a short background, then gave a list of the things we have done since beginning the project. All the equipment has been purchased with the exception of a hand-held device (iPhone, iPad, etc.) to be used by the field worker. She presented a map showing the progress of the project to include mapping of most of the fire hydrants, isolation valves, clean-outs, curb-stop valves, etc. within the Whispering Pines subdivision. The maps also include the new meters installed and photos, maps and notes as required. During and after the presentation she answered questions.

NEW BUSINESS:

Job Description Review:

Martin presented an updated job description for Administrative Assistant I for review. This is the position that Joy Martin currently holds. This description has been revised to include all the critical functions of cash flow from preparing to read meters, reading meters, input of meter readings into billing software, printing and mailing (emailing) of billing statements, picking up mail and emptying the drop boxes, processing checks for deposit, making the bank deposit and reconciling the bank statements and preparing the monthly financial statements. This job will also include the preparation of the annual budget. After discussion Nolting made motion, seconded by Rausch, to approve the job description. The motion passed by unanimous voice vote.

AUDIENCE COMMENTS:

No Comments were made.

At 8:08 PM, there being no further business for the Board, Mills stated the Board would again meet on September 20, 2022 and asked for a motion to adjourn. Nolting mentioned that he would not be available for the September meeting. Rausch made motion, seconded by Draine, to adjourn the meeting. The motion passed by voice vote.

Respectfully submitted,

Jim Martin, Manager/Clerk