

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
August 18, 2020

The Board of Trustees of the Colonial Pine Hills Sanitary District met on August 18, 2020 at the CPHSD Office Building. Social Distancing was observed and facial coverings were required. Temperature of each person entering the building was taken. They ranged from 94.1 to 97.3. President Mills called the meeting to order at 6:58 PM. Trustees present included Edward Mills, President; Gerald Burdick, Trustee; LeRoy Draine, Trustee; and Peter Rausch, Trustee. Don Nolting, Trustee was absent with prior notification. Present also were Jim Martin, Manager; Mike Riker, Operator; and Steve Burgad, Maintenance.

AGENDA:

Burdick made motion to approve the agenda as written, seconded by Draine. The motion passed with a unanimous voice vote.

MINUTES:

Burdick made motion to approve the minutes of July 21, 2020, as written. A second was given by Rausch. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

Martin gave the financial report for July. Draine asked questions about Trustee expenses and Administrative Assistant salaries on the Profit & Loss statement. These were answered by Martin. No further questions or comments were made. Rausch motioned to approve the financial report with Burdick adding the second. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we now have 61 Kamstrup meters installed and have four on-hand. He is training Beth on meter reading and billing, Trustee meeting packages, Bank reconciliation, transfer of funds, billing and much more. The learning curve is good but more time and hours are required for completion. The Naylor well house repair is complete, with new shingles, repair, painting and a new door with new address numbers. It looks very good. Steve should be commended on the job he did. We have two asphalt projects that are on the schedule at Clemmon's Asphalt. We do not have a scheduled time as yet. Steve installed exterior mirrors on the Polaris. There being no further discussion Draine made a motion, seconded by Rausch, to approve the Manager's report. The motion passed by unanimous voice vote.

OPERATOR'S REPORT:

Riker gave the Operator's Report. He reported the production levels for August when compared with July and we are producing more water. All samples have been taken for the month and all the wells are working well. Riker noted he has been in contact with WesTec concerning the filtration skid and its intermittent problem of requiring reset. Their suggestion

was to save the operating system to a flash drive, then do a complete shutdown of the skid, then do a re-start and reload the operating system. He has done that and the skid has not faulted since. He is watching it closely. There being no questions Burdick made motion, seconded by Rausch to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. Naylor Well House: Discussed in Manager's Report..

NEW BUSINESS:

1. Audience Comments: There were none.
2. Executive Session (Employee/Legal Matters):

At 7:19 PM the Board moved into Executive Session to discuss a personnel matter.

At 7:40 PM the Board returned to Open Session. At this time Burdick made motion, seconded by Draine, to increase the hourly compensation of Steve Burgad by \$2.00 per hour retro-active to June 1, 2020. The motion passed by unanimous voice vote.

At 7:50 PM, there being on further business Mills reminded the Board that we would again meet on September 15, 2020 and asked for a motion to adjourn. Burdick made such motion, seconded by Rausch. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk