

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

The Board of Trustees of the Colonial Pine Hills Sanitary District met on February 18, 2020 at the Whispering Pines Fire Hall. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Donald Nolting, Vice-President; Gerald Burdick, Trustee; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; and Mike Riker, System Operator. The Audience consisted of Jeanette Mills.

AGENDA:

Burdick made motion to approve tonight's Agenda as written, seconded by Draine. The motion passed with a unanimous voice vote.

MINUTES:

Rausch made motion, to approve the minutes of January 21, 2020, as written. Nolting asked whether the Old Business subject of "Radio Read Meters" should be removed from future agendas since we have begun the replacement project. Martin stated that he would remove the subject from future agendas unless money needed to be allocated for additional meters. A second was given by Nolting. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for January was given. There were no questions or comments. Burdick motioned to approve the financial report with Draine adding the second. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported that as of today there has been 29 new meters installed and that another 11 are scheduled by the end of the month. He said the Kamstrup representative was here on February 13th and that the 20 meters that were installed then were read with no problems except one data point had to be added to the file going back to the billing software. Martin hopes to be able to find the funds to purchase another 50 meters this year. The cost would be some \$11,000. Our Attorney has made several proposed changes to our Use Ordinances concerning District access to water meters and their locations within the home. There was a short discussion with questions but these were tabled until the March meeting when our Attorney is scheduled to be present. Martin stated he wishes to be gone July 12-19, a week during the last half of May and February 20-21. No objections were heard. There being no further discussion Burdick made a motion, seconded by Draine, to approve the Manager's report. The motion passed by voice vote.

OPERATOR'S REPORT:

Riker gave the monthly production levels. He stated the laboratory samples for both December and January have been done and that chlorine and fluoride levels are within tolerance and that the turbidity levels are good. He also reported that Great Plains Structures has been out to look at the three leaks in the storage tank and while here repaired the original leak with an injection of a water expansion compound. The other two leaks will require repair from the inside of the tank and there has been a consultation with a diver out of Pierre. We are waiting scheduling. There being no questions Draine made motion, seconded by Rausch to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. Radio Read Meters: Discussed during Manager's Report. This item will be removed from further agendas and will be addressed in the Manager's Report, as required.

NEW BUSINESS:

1. Administrative Duties vs. Personnel: Martin made known his plan to retire later this year or sometime next year. He wants the Board to have enough advanced notice to ensure his information and knowledge are not lost. He recommended the Board hire an Administrative Assistant with some 20-25 hours per week to learn what he does. He thinks this will allow plenty of time for transition of knowledge and allow the Board to carefully consider the hiring of a future Manager without time pressure. He recommended the Board consider the options and discuss it thoroughly at the March meeting when the Attorney is present.
2. Audience Comments: There were none.
3. Executive Session (Employee/Legal Matters): Not required tonight.

At 7:31 pm, there being on further business Mills reminded the Board that we would again meet on March 17, 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