

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
January 15, 2019

The Board of Trustees of the Colonial Pine Hills Sanitary District met on January 15, 2019 at the Whispering Pines Fire Hall. President Mills called the meeting to order at 7:00 PM. All Trustees were present to include Edward Mills, President; Donald Nolting, Vice-President, Gerald Burdick, Trustee; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Michael Riker, System Operator; Steve Burgad, Maintenance; and Talbot Wiczorek, Legal Counsel. The Audience consisted of Jeanette Mills.

AGENDA:

Martin suggested adding two items to the Agenda to be numbers two and three under Procedures. These were the Appointment of two Trustees to fill the expiring terms of Trustees Nolting and Rausch. A formal election was not held since no one turned in any election petitions, thus requiring the Board to appoint two individuals to fill the future terms. The second addition was the election of Board Officers for CY2019. Nolting made motion to approve the Agenda with the changes suggested, seconded by Rausch. The motion passed with a unanimous voice vote.

APPOINTMENT OF TWO TRUSTEES TO THE BOARD

President Mills asked if there were any nominations for the Board to consider. Burdick made motion to appoint Donald Nolting and Peter Rausch to new three-year terms beginning with tonight's meeting. Draine made a second to this motion. Burdick then made motion to cease nominations. A second was made by Draine. The motion carried. Mills then asked for a vote and the vote to approve the nomination was unanimous. At this time the new Trustees were seated.

ELECTION OF BOARD OFFICERS FOR CY2019

President Mills opened the floor for nomination of Board President. Burdick nominated Mills to be the new President, seconded by Rausch. There were no other nominations. Mills called for a vote and he was elected by unanimous voice vote. Mills then opened the floor for nomination of Vice-President. Burdick nominated Nolting, seconded by Rausch. There were no other nominations. The vote was unanimous.

MINUTES:

Burdick made motion, seconded by Draine to approve the minutes of the December 18, 2018 minutes as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for December was presented. Martin presented the report and noted that he included three new mini-reports for year-end information. The first was a FY2018 Cash Flow Statement showing all the revenue and expenses to include capital expenditure. Neither the Balance Sheet or the Profit and Loss Statement contain a simple cash flow statement. The

second was a recap of the Office Building cost and the third was a color snapshot of the expense breakdown, income and expense comparison by year and the top five Vendors the District pays money to during 2018. The year 2018 resulted in a net income of \$187,386.64 less the capital expenditures which were used to pay for the office building. After some discussion Nolting made motion to approve the financial report, seconded by Draine. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of December was presented. Martin asked the Legal Counsel if there were any benefit for the District to be a member of the Rapid City Chamber of Commerce. The question rose from the fact that the Rapid Valley Sanitary District is a member. Attorney Wiczorek said that Rapid Valley is much larger than us and has much closer ties to the City that we but that the primary benefit for us would be to get to know some of the businesses in town better but didn't know if the benefit would offset the cost of membership. Martin stated he has processed and mailed all the employee and vendor tax forms required for 2018. He mentioned there are a couple of cracks where the sheetrock in the ceiling of the garage meet the walls. The contractor was out to look and said they were not structural and he would have them repaired. Martin has completed going thru all the archived financial and other files and has moved all to the new office and has shredded all excess papers not required to be retained per the document retention schedule. He also suggested we purchase a GPS locator so we can record the coordinates of all of our valves, hydrants, etc., and update our maps. The Board agreed but want hard numbers for cost. Martin will research this. There being no further discussion Draine made a motion, seconded by Rausch, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Mike Riker made the Operator's Report. He stated the well production for the month of December and the first nine days of January. The sampling requirements for 2019 has been received from DENR and it looks to be a minor year. All the wells are running normally. He mentioned that Steve is still working on cleaning and painting the pipes in the well houses and will be cleaning and painting the floors of those as well. He did have a power fluctuation on January 12th which required the SCADA modem to have to be reset. 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. Isolation Valve Plan Update: Riker emailed requests for estimates to four contractors in late December. Apparently none of them received the requests due to the size of the email so Mike hand carried the documents to the contractors. Two have responded asking Mike to call in utility locates at each valve site so the contractors have an idea of the complexity of the obstacles before they make a cost estimate. Hope to have final information at the February meeting
2. City Sewer Agreement: Legal Counsel reported no additional information available from the City.
3. Job Description Review: Moved to Executive Session as the suggestion of Legal Counsel.

NEW BUSINESS:

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

At 7:43 PM Burdick made motion, seconded by Draine, to move into Executive for the discussion of Employee Job Descriptions.

At 8:50 PM the Board moved back into Open Session.

Martin was tasked with the analysis of the cost for an Administrative Assistant that would work 25 to 30 hours a week or more. Burdick made motion, seconded by Draine, to approve the review of the Employee Job Descriptions with some noted changes. The motion passed by unanimous voice vote.

There being on further business Rausch, at 8:55 pm, made motion, seconded by Draine to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin
Manager/Clerk