

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
June 16, 2020

The Board of Trustees of the Colonial Pine Hills Sanitary District met on June 16, 2020 at the CPHSD Office Building. Social Distancing was observed and facial coverings were required. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Donald Nolting, Vice-President; Gerald Burdick, Trustee; and Peter Rausch, Trustee. LeRoy Draine, Trustee was absent. Present also were Jim Martin, Manager; and Steve Burgad, Maintenance. Justine Huntley was also present as an interested customer.

AGENDA:

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

MINUTES:

Burdick made motion to approve the minutes of May 19, 2020, as written. A second was given by Rausch. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for May was given. Martin noted that revenue for the year thru May is up slightly from last year considering the last two days of May were on a weekend when no revenue was collected or deposited. There appears to be no visible ill-effects in the financial area due to COVID-19. This is being watched carefully. He said he included two additional reports in the package; one being a breakdown of revenue and expenses for FY2019 and the sources of that revenue/expense. The second report is an estimate of the revenue/expenses thru the remainder of 2020 to show the anticipated cash flow for the year. This report was made using both the revenue and expenses that were recorded for the same time period in 2019. There appears to be enough money available to fund additional meters and other projects that may come along. There were no questions or comments. Nolting motioned to approve the financial report with Rausch adding the second. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported the radio meter transition program has begun again after being delayed by the COVID virus. We now have 44 meters installed and have ordered and received ten more. Our bi-annual audit has begun with three people from Ketel, Thorstenson LLP being out all day on June 8-10. They are now back in their office working on the reports and reviewing our procedures and protocols. Martin has advertised for a meter reader and has three applications submitted. He will interview and hire someone by the end of the month. There has also been one applicant for the Administrative Assistant position and he and Don Nolting will interview her this week, if she is available. We have had two new water leaks this month; one was under a driveway on Kerry Drive. Askland Construction made this repair. The cost of this was slightly over \$2,800, as the entire width of the driveway had to be cut. We still have to put asphalt down

and perhaps some additional landscaping. The second leak is under the asphalt on the cul-de-sac of Wamberg Court. This is the third leak in that area and we propose to make the repair here similar to that of Okpealuk Court. This will involve the installation of an isolation valve at the entrance of the street, a fire hydrant at the top, four new curb-stop valves and services and taps to be installed on an extended pipeline main outside the asphalt. Askland has estimated a cost of \$6,938.79 for the excavation, installation and backfill to install a new 4" gate valve to isolate the road, install new fire hydrant with 4 new service lines to be punched under asphalt driveways and install new services to the curb-stops. Materials and asphalt will be supplied by the District. The District has a credit of approximately \$1,500 at Northwest Pipe for the return of the valves from last year's isolation valve project. At this point Martin opened up for discussion of the Wamberg repair. After some discussion, President Mills asked for a motion to approve or disapprove this project. Burdick made a motion to accept Askland's estimate and proceed with the permanent repair of Wamberg Court. Nolting added a second to the motion on the floor. Mills asked for a vote and the motion passed by unanimous voice vote. There being no further discussion Nolting made a motion, seconded by Burdick, to approve the Manager's report. The motion passed by unanimous voice vote.

#### OPERATOR'S REPORT:

Martin gave the Operator's Report in Riker's absence. He reported there was a second chlorine line leak between the injection pump and the filtration skid and this has been repaired. We are using more water since it got warmer. 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. COVID-19: Martin asked Burgad to follow up on the door window frame that had been ordered. The installation of this frame will finish our virus facility updates. We are still sanitizing regularly.
2. Administrative Assistant Position: Martin will set up a time for he and Don Nolting to interview the only candidate forthcoming. It should be done this week.
3. Naylor Well House: Taylor Drilling stated a minimum price of \$5,000 to cap the Naylor well. Then the well house has to be taken down and the pit filled. Then the fence has to be removed along with the cement, then landscaped. The total cost would be \$8,000 to \$12,000. After discussion, it was decided to make some minor repairs to the building corners and doors and repaint the building and put new shingles on and call it good.

#### NEW BUSINESS:

1. Polaris Vehicle: Back in August 2017, the Board authorized \$10,000 to purchase a vehicle. We have not done that since we had alternatives and reliable trucks don't come that inexpensive. It has been recommended that we, instead, purchase a Polaris Ranger Utility Vehicle. We have one on review from Polaris of Chadron. It is a 2018 Ranger XP 1000 EPS with approximately 10,200 miles, single owner, hard cab, electric windows, winch, radio, heater, etc. To be street legal it will require a horn and a lighted rear license plate holder. The Dealer will furnish these items but installation will be for us to do. The Dealer price is around \$13,995. I would suggest we purchase this vehicle. The savings in mileage expense for Steve and myself will

more that pay the difference in the cost and the amount authorized in 2017 in less than three years. After some additional discussion, Rausch made a motion, seconded by Nolting, to purchase this vehicle. The motion passed by unanimous voice vote.

2. Meter Readers: Discussed during Manager's Report, above.
3. Audience Comments: There were none.
4. Executive Session (Employee/Legal Matters): Not Required This Meeting.

At 7:37 PM, there being on further business Mills reminded the Board that we would again meet on July 21, 2020 and asked for a motion to adjourn. Rausch made such motion, seconded by Burdick. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk