

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
June 21, 2022

The Board of Trustees of the Colonial Pine Hills Sanitary District met on June 21, 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; Ron Colerick, Trustee; and LeRoy Draine, Trustee. Peter Rausch, Trustee was absent with approval. Present also were Jim Martin, Manager; Alan Christenson, Manager/Trainee; Steve Burgad, Maintenance; and Mike Riker, System Operator.

AGENDA:

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

MINUTES:

Nolting made motion to approve the minutes of May 17, 2022 as written. A second was given by Draine. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

The financial report for May was presented. Mills opened the floor for discussion and/or comments. Colerick noted that although revenue is slightly higher this year thru May, expenses are elevated by some \$21,000. He wished to caution that with the unstable economy we need to be careful of future spending. It was noted that Electric expense is up \$6,000, Maintenance & Repair expense up \$10,000 and Payroll expense up \$6,000. Nolting made motion, seconded by Draine to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we now have 291 Kamstrup Radio Read water meters installed. He stated we have Whispering Pines completed with a single exception of a home that will require a plumber. Clemmons Asphalt has not completed our asphaltting jobs although they have told us on several occasions they would. We are now email billing capable and have some 35 customers receiving email statements. We have just about completed the process of being capable of receiving payments by credit card. We should be up and running by August 1st. We have received all the equipment required to do GPS coordinate mapping. We have begun a plan to map a street at a time for curb stop valves, isolation valves and fire hydrants. We have new safety equipment for the three wells; face shields, goggles, gloves and aprons to be used when working with chemicals or chemical equipment. We may need to upgrade one of the computers in the near future as it is running slow with some of the newer software. There being no further discussion Draine made a motion, seconded by Nolting, 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 May and early June and noted the usage has increased somewhat. Sampling has been completed for the month. All the wells are running well. There being no questions Draine made motion, seconded by Nolting to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. There was no Old Business.

NEW BUSINESS:

1. Additional Hours for Joy Martin:

President Mills suggested that Joy's work hours be increased from five (5) hours per week to eleven or thirteen hours. This increase will allow for the increased workload of credit card billing. She can also be utilized in the monthly billing process and printing of the billing statements, for example. Nolting made motion to extend Joy's work hours to thirteen hours per week, as needed. Draine made the second. The motion passed by unanimous voice vote.

AUDIENCE COMMENTS:

No Comments were made.

At 7:30 PM, the Board Draine made motion to move into Executive Session to discuss a Personnel Item. Nolting made the second and the motion was approved by unanimous voice vote.

At 8:38 PM the Board returned to Open Session.

Mills made motion, seconded by Draine, to terminate the new Manager/Trainee effective immediately. The motion passed by a Roll Call vote: Mills-Yes, Draine-Yes, Nolting-Yes; Colerick-Abstained, due to not being present at the May meeting.

Draine made motion, with second by Nolting, for the Board to properly pursue the addition of an Administrative Assistant as well as a Manager. The motion passed by unanimous voice vote.

At 8:50PM, there being no further business for the Board, Mills stated the Board would again meet on July 19, 2022 and asked for a motion to adjourn. Colerick stated he will miss meeting in July and August. Nolting mentioned he made be gone in July. Nolting made motion, seconded by Draine, to adjourn the meeting. The motion passed by voice vote.

Respectfully submitted,

Jim Martin, Manager/Clerk