

**MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT**
March 20, 2018

The Board of Trustees of the Colonial Pine Hills Sanitary District met on March 20, 2018 at the Whispering Pines Fire Hall. President Mills called the meeting to order at 7:00 P.M. Those present were: Edward Mills, President; Donald Nolting, Vice-President; Peter Rausch, Trustee; Gerald Burdick, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Mike Riker, System Operator, Steve Burgad, Maintenance; Talbot Wieczorek, Legal Counsel; and Ted Schultz, Engineer. Jeannette Mills made up the audience.

AGENDA:

Burdick asked to add 'Water Line Service Protection as item 1 in New Business. Rausch made motion to approve the agenda with the added item, seconded by Burdick. The motion passed with a unanimous voice vote.

MINUTES:

Rausch made motion, seconded by Nolting to approve the minutes of the February 20, 2018 as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for February was presented. Martin reported that revenue is up from last year and expenses are down compared to the first two months of last year. There being no further discussion Nolting made motion to approve the financial, seconded by Draine. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of February was presented. Martin reported that thru Terry's diligence we have sold our old truck for \$800. We had a service line leak at the edge of Okpealuk Street that was repaired. It took some extra time due to the amount of utilities in the pit area. A critique of the repair again showed a need for additional isolation valves. Have received the 2017 Water Quality Report and will be sending that out inside the next Newsletter in May. Martin discussed the proposed Rapid City ordinance on Accessory Dwelling Units and the Pennington County Zoning Ordinance that discusses Guest Houses. There seems to be no difference in these terms. The County has several restrictions on these units and since the proposed change affects only Rapid City, Martin felt there was nothing there for the District to concern ourselves with. There being no further discussion of the Manager's Report Burdick made motion, seconded by Rausch, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Riker made his Operator's report. He reported the monthly water production and the status of the wells. All wells were reported as operating normally with minimum maintenance

required. There being no questions Nolting made motion, seconded by Draine to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. Office Building:

a. Construction Progress: Martin reported progress of the construction. The restroom wall tile is being installed today. They are working on the door and the floor will be in later in the week. When the flooring is in the plumbing of the restroom and kitchen area can begin. They are expecting the building to be complete on April 3rd. They will be moving and leveling dirt next week and the septic installer can come anytime. His estimate is \$7500. Also next week they will be bringing the base course for the driveway and parking lot.

b. Furniture & Equipment: Martin stated he has been to the Evergreen dent & scratch area, Dakota Craft, the Government Surplus site in Box Elder and Office Depot looking for furniture. He submitted three lists to the board: 1) a list of non-furniture item required such as a mail box, refrigerator, microwave, entrance mats, shelving, etc. 2) a list of furniture and equipment items that are on-hand. And 3) a list of furniture and equipment items we still require. This last list contained desks, filing cabinets, chairs, conference table, office safe, computer, etc. with an estimated cost of \$8,836.66. After discussion Rausch made motion to authorize the spending of up to \$8,000 on these required furniture & equipment items, seconded by Burdick. The motion passed by unanimous voice vote.

c. Personnel: Martin asked the question as to how many hours a day do we want the new office to be manned, looking more at the reception area. A discussion followed asking many questions. It was determined that we don't know enough about the traffic as yet and we should begin small and grow as necessary. It was decided that the Manager should have office hours from 9:00 am to 1:00 pm Monday, Wednesday and Friday and by appointment all other times to begin. We also have an administrative assistant that will work 1 to 4 on Monday and 2 to 4 on Wednesday.

One the original agenda for this meeting was a heading called Tabled Business. This contained four items that had been discussed in previous meeting but no resolution was determined. It was suggested that these items be included in each month's agenda as Tabled Business. Legal Counsel Wieczorek stated that this approach violates Robert's Rules of Order in that tabled business items that are not resolved by the end of any meeting are considered dead items and are dropped from any future agendas until discussion is again warranted. After discussion it was suggested these tabled items be called 'deferred items' and that they be included in the Manager's Report each month.

NEW BUSINESS:

1. Water Line Service Protection: Burdick asked the question about the feasibility of offering the District a Water Line Service Protection agreement to cover the cost of the repair of a service line from the curb-stop to the home. Our current ordinance breaks the responsibility of the service line into two parts: From the tapping saddle on the main to the outflow fitting on the curb-stop belongs to the District. From the outflow fitting on the curb-stop to the home belongs to the homeowner. The idea

Burdick was presenting is if the District were to add a new fee if it would be practical for the District to take on the responsibility of the entire service line. One advantage of this would be that service line leaks might be reported and repaired sooner now that the homeowner was out of the loop. This would improve water line loss.

Engineer Schultz also stated that some systems are putting in meter pits at the curb so that the entire service line is metered thus eliminating some line loss reporting. After discussion this item was deferred for further investigation.

2. Audience Comments: There were none.

At 8:30 PM Draine made motion, seconded by Rausch to adjourn to Executive Session to discuss a legal agreement item and a personnel item. The motion passed by unanimous voice vote.

The Board moved back into Open Session at 9:00 PM.

Martin reported that Operator Riker has completed all requirements and passed the exam for the award of the Class III Water Treatment Certification. This makes him a much more valuable asset to the District. Martin recommended he be given an out of cycle compensation package increase to note his accomplishment. After some discussion Rausch made motion to increase Riker's hourly wage by \$0.75 effective immediately. This motion was seconded by Nolting. The motion passed by unanimous voice vote. Congratulations to Mike Riker.

There being on further business before the Board, at 9:02 Rausch made motion, seconded by Draine, to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin
Manager/Clerk