

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
May 17, 2022

The Board of Trustees of the Colonial Pine Hills Sanitary District met on May 17, 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; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Ron Colerick, Trustee was absent with approval. Present also were Jim Martin, Manager; Alan Christenson, Manager/Trainee; Steve Burgad, Maintenance; and Mike Riker, System Operator.

AGENDA:

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

MINUTES:

Nolting made motion to approve the minutes of April 19, 2022 as written. A second was given by Draine. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

The financial report for April was presented. Mills opened the floor for discussion and/or comments. Martin stated that revenue was slightly below average for April due to there being no deposits made on the last four days of the month because a shortage of personnel. A deposit of almost \$9,000 was made on May 2nd. Rausch made motion, seconded by Draine to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we now have 279 Kamstrup Radio Read water meters installed. He stated we should have Whispering Pines completed by the end of May. Steve has verbal confirmation that Clemmons Asphaltting will be out this week to finish up several spots needing repair. There was a water service line break in the middle of Nonanna Street adjacent to 4608 Nonanna. Askland Construction made the repair on May 12th. Beth Nelson tested positive for COVID on May 9. She thinks she was exposed over the Mother's Day weekend while in Denver. We put the CDC's isolation policy into place and do not think any other employee was exposed and no symptoms have been noticed. Beth will be out for 10 days. Alan Christenson briefed the Board on our proposal to adopt email billing for those who wish it and a proposal to accept credit card payments in the future. After a discussion pertaining to procedure, Nolting made a motion, seconded by Rausch, to begin the email statements as soon as possible. The motion passed by unanimous voice vote. Nolting then made motion, seconded by Rausch, to begin the process by which we will accept credit cards provided the customers pays the swipe fees. The motion passed by unanimous voice vote. There being no further discussion Nolting made a motion, seconded by Rausch, 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 April and early May and noted the usage has increased somewhat. Sampling has been completed for the month. All the wells are running well. There being no questions Nolting made motion, seconded by Rausch, to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. There was no Old Business.

NEW BUSINESS:

1. BHFCU Credit Card for CPHSD:

Martin stated that several years ago he took out a credit card from Capital One for the use of the District. At that time Capital One would not use the District's Tax ID number but wanted a social security number. Martin consented to this and although the credit card says Colonial Pine Hills Sanitary District, use of the card is recorded on Martin's credit report. With Martin retiring this year the card needs to be terminated. Martin has contacted Black Hills Federal Credit Union and they will issue a card for the District using the District's Tax ID number. The Board president and vice-president will have to make application and determine who will be authorized to use the card. Rausch made motion to have President Mills and Vice-President Nolting make an appointment at BHFCU and proceed with the application. The motion passed by unanimous voice vote.

AUDIENCE COMMENTS:

No Comments were made.

At 7:55 PM, the Board moved into Executive Session to discuss a Personnel Item.

At 9:15 PM the Board returned to Open Session.

Draine made motion, seconded by Rausch, to extend the training period of the Manager/Trainee by an additional 60 days with an evaluation of status every 30 days. The motion passed by unanimous voice vote.

At 9:21 PM, there being no further business for the Board, Mills stated the Board would again meet on June 21, 2022 and asked for a motion to adjourn. Nolting made motion, seconded by Rausch, to adjourn the meeting. The motion passed by voice vote.

Respectfully submitted,

Jim Martin, Manager/Clerk