

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
May 18, 2021

The Board of Trustees of the Colonial Pine Hills Sanitary District met on May 18, 2021 at the CPHSD Office Building. Social Distancing was observed. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Don Nolting, Vice President; and LeRoy Draine, Trustee. Peter Rausch, Trustee was absent due to illness, with approval. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; Talbot Wieczorek, Legal Counsel; Beth Nelson, Admin Assistant; and Mike Riker, Operator. Ron Colerick was the audience.

AGENDA:

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

MINUTES:

Draine made motion to approve the minutes of April 20, as written. A second was given by Nolting. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

The financial report was for presented was presented. Mills opened the floor for discussion. There was none. Nolting made motions, seconded by Drain to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we have 132 Kamstrup meters installed. He reported there was a service line leak on Albertta Drive that was repaired on May 6th. Both service lines were replaced from the street edge and also each curb stop. Draine requested that the Emergency Well Contingency Plan be updated and get it off the delayed items listing. Martin said he would do this. There being no further discussion Nolting made a motion, seconded by Draine, 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. All samples have been taken for the month and all the wells are working well. Basically, the month has been good. The backwash plumbing in the Conifer Well broke, but has been repaired. All is back to normal. The other wells are operating within parameters. 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. Kamstrup Metering: Martin reported that we now have 132 radio-read meters installed, with another 3 scheduled. Once these are complete, we will have all homes on Dunsmore Road south of Albertta Drive completed. This, along with other groups, will shorten the meter reading time of the walking reader.
2. Stand-by Generator Update: As an update, the District believes it to be prudent that a stand-by power generator be installed at the Croyle II well house to be available during a power outage, regardless of its cause. At this meeting Martin updated the Board on the SCADA system and how it will power on the Croyle II well during generator operation. After speaking with Reese Kor, the SCADA vendor, concerning different ways to turn on the well, the idea of solar power or small generator systems at the tank and the WP Main was not considered effective. He said that pipeline pressure was the best way to handle this situation and that the pipeline inside the Croyle II well already has a pressure sensor and we have turned the well on and off using that sensor when the tank water level sensors have failed. Martin suggested the installation of a second pressure sensor so as to have a redundant system. This was agreed to by the vendor. Kor stated that he will have to purchase another card for the SCADA control box (the current cards are already full), run some conduit from the SCADA box to the location of the pressure sensors and do the installation. His cost was estimated to be from \$2500 to \$3000. Draine made a motion, seconded by Nolting, to have this work done as soon as possible. This motion passed by unanimous voice vote. The general topic of emergency generators was discussed as our group are not completely in agreement with the size of the proposed machine. At last month's meeting it was decided that a 150 KVA generator should be sufficient. However, this size has been challenged by AE2S' Electrical Engineer, as well as Kim Taylor, of Taylor Drilling, as being too small for the size of the well pump motor. They believe it should be 200 KVA. At this point Nolting made motion, seconded by Draine, to have the AE2S Electrical Engineer develop a written plan as to his estimated size and present that plan to the Board as soon as possible. This motion passed by unanimous voice vote. There was then a discussion concerning whether we should hire a general contractor to run the generator project to include the trenching in of a natural gas connection, pouring a concrete pad for the generator, installation and check-out of the generator, etc. or we do this using piecemeal contractors to do the various tasks. Action on this was delayed until we have more information on the project scope.

NEW BUSINESS:

1. Asset Management Software and Digital Mapping: Beth Nelson made a presentation recommending the purchase of some asset management software including digital mapping. She presented proposals for the transition of paper maps to digital maps to include fire hydrants, valves, curb-stops, and pipelines plus any other item we might find useful. When completed we would be able to monitor specific assets that have GPS positions. We would be able to find these locations in any weather condition and be able to make updates while in the field with the proper equipment. The software/hardware would include a dedicated computer, mapping software, a GPS receiver and a mobile device carried in the field. A field worker would capture the GPS coordinates of the assets mentioned above. These would be entered into the mobile device and transmitted back to the base station and sync'd with the basic software. Digital maps would be developed that could be viewed on screen, as well as printed. Each asset could have multiple parameters listed in layers to include manufacturer, date of installation, maintenance history, pressure, flow, and many others should we wish that level of

knowledge. Each customer would have their information in this system such as name, address, phone number, email, etc., as well as septic system information, legal description, and other information that might be valuable to a field worker. The up-front cost of the system would be approximately \$6,000 to \$9,000 and afterward annual subscription cost of \$450. After the presentation and questions Draine made motion, seconded by Nolting, to have Beth continue researching this project to include hands-on examples and a complete cost breakdown. This motion passed by unanimous voice vote.

2. Trustee Opening: Mills asked for a motion to accept the resignation of Gerald Burdick from the Board. Draine made the motion, seconded by Nolting. The motion passed by unanimous voice vote. The Board will be looking for a volunteer to complete out the term that runs to January 2023.
3. Audience Comments: There was none.
4. Executive Session (Employee/Legal Matters):

At 8:35 PM, there being no further business Mills reminded the Board that we would again meet on June 15, 2021 and asked for a motion to adjourn. Draine made such motion, seconded by Nolting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin
Manager/Clerk