

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
May 20, 2025

The Board of Trustees of the Colonial Pine Hills Sanitary District met on May 20, 2025 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; LeRoy Draine, Trustee; and, Peter Rausch, Trustee. Ron Colerick, Trustee was absent. Present also was Jim Martin, Manager; Mike Riker, Operator; and Steve Burgad, Maintenance.

AGENDA:

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

MINUTES:

Draine made motion to approve the minutes of the April 15, 2025 as written. A second was given by Nolting. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

Mills asked if there were any questions or comments pertaining to the financial report. There being none, Draine made motion, seconded by Rausch, to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported the SCADA system went down on May 11. Our tank level dropped to a bit over 10 feet. Black Hills Electric reported a slight surge that day. We suppose that was the cause. After a total reset all wells returned to normal and there has been no additional problems. Our Attorney has reviewed our new Utilities Service Agreement and returned no comments. Martin asked for Board approval to begin using this agreement with new residents. Nolting made motion, seconded by Rausch, to authorize the use of the agreement. This motion was approved by unanimous voice vote. The remainder of the Manager's report will be discussed during New Business. There being no further comments, Nolting motioned to accept the Manager's report. The second was given by Draine. The motion passed by unanimous voice vote.

OPERATOR'S REPORT:

Riker reported production levels and sampling/testing results. He gave a report on the repairs made on the Conifer well production as well as the additional parts on order. The well is running but still requires some updated parts. He also mentioned that the State has passed out testing information concerning PFAS that will be done in June. He also stated that Central Divers in Pierre will come out to replace the sacrificial anodes in the water storage tank the next time they are in the area. These anodes help to reduce the corrosion in the tank that develops as water moves. Martin also mentioned we have repaired a pipeline break above Stonecrest Drive.

A section of eight feet of pipe was replaced. There was a large rock on top of the pipe. There being no questions or comments, Nolting made motion, seconded by Draine to approve the Operator's report as written. The motion passed by unanimous voice vote.

#### OLD BUSINESS:

1. *SCADA System Upgrade:* Riker stated that all parts, with one exception, have been received for the upgrade and that part has shipped. This upgrade is to replace an internet-based system with a cellular system for increased efficiency and expansion.
2. *Falcon Crest II Subdivision:* Martin said the developer is ready to go to the City for plan approval. Only CPHSD has not signed off on the plan. Our concern is an easement for our pipelines with relation to the Road District and who will be in control of the pipelines. Our Attorney is working with the design team to get this going.

#### NEW BUSINESS

1. *CPHSD Fee Schedule Review:* Martin asked that the fee schedule be reviewed and once approved to add it as Article 6 in the Utilities Service Agreement that was approved for use within the Manager's Report, above. This fee schedule includes all fees/fines that the District can assess; e.g., meter deposit, tapping fees, returned check fee, late fee, unauthorized tampering with District property, etc. After discussion, it was noted that more customers are incurring late fees than in the recent past. In fact, seven percent of our customers were late paying their March bill. It was also noted that the last time the late fee was adjusted was back in 2006. After additional discussion, Nolting moved that we raise the late fee from \$15 to \$20 and assess each additional month that is late by another \$5. This means that the third consecutive late fee would be \$25. A second to this motion was made by Draine. The motion was approved by unanimous voice vote. The revised Fee Schedule will be effective on June 1, 2025.
2. *Utility Service Agreement:* Approved during Manager's Report, above.
3. *Summer Intern:* Martin stated that Tristin Nelson was hired as a meter read back in 2021 as we converted to the new radio-read meters. After the conversion, he was retained to help with our mapping project. He would like to work for us this summer. He will be 20 years old in July and is a mechanical engineering student at Montana State University. He has just completed his first year. Martin would like to hire him for the summer to continue with our mapping project and to have him work with Steve on other things that need to be done within the District. After discussion pertaining to types of jobs, wages and hours, Nolting made a motion, seconded by Rausch, to hire him for the summer and let the Manager determine the work load and number of hours of useful time. The motion passed by unanimous voice vote.
4. *Ground Penetrating Radar:* Gerald Burdick approached Martin and Burgad with a proposal to purchase a Ground Penetrating Radar (GPR) and let the District use it on a rental basis. This unit would be used to accurately map our buried assets (pipelines, tapping saddles and service lines). It could also be used to find buried septic drain lines. After discussion of the pros and cons it was decided that Burdick would contact a vendor of said machines and get a run down on their effectiveness with

water lines at a six-foot depth. After receiving positive information, it was decided that a demonstration of the machine in our soil would be in order. But before doing this, Burdick required a commitment from the District that we were interested. Martin presented this information to the Board requesting that the Board split the cost of some \$4,500 to \$5,000 for a technician and machine come out from Ohio to do a demonstration. This demonstration would entail the machine to find a known location of an eight-inch pipeline, along with a tapping saddle and 1-inch service line. If the machine was successful doing this, then we would move to a site where there is a three-inch line that we do not know its exact location and have the machine find this line. If these demonstrations are successful, then we would consider committing to the machine's use, if Burdick will field the purchase price. We would then work out a rental agreement with Burdick. However, should the demonstration fail, the District will drop out of any further discussion about the GPR. After a lengthy discussion, Nolting made a motion, seconded by Rausch, to split the demonstration fee with Burdick and arrange a demonstration. This motion was approved by unanimous voice vote.

Mills asked for any additional comments. There being no other business before the Board, Mills reminded us that we will meet again June 17, 2025 and asked for a motion to adjourn. At 8:00 pm, Rausch made motion to adjourn, seconded by Draine. The motion passed by voice vote.

Respectfully submitted,  
Jim Martin, Manager/Clerk