

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
November 19, 2024

The Board of Trustees of the Colonial Pine Hills Sanitary District met on November 19, 2024 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; Ron Colerick, Trustee; and Peter Rausch, Trustee. Present also was Jim Martin, Manager; Steve Burgad, Maintenance; and Mike Riker, Operator.

AGENDA:

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

MINUTES:

Rausch made motion to approve the minutes of the October 15, 2024 as written. A second was given by Nolting. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

The financial report for October was presented. There being no comments or questions, Nolting made motion, seconded by Colerick, to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported that the Donhiser easement request is waiting for her attorney to review and approve the easement prior to signing. Once she signs then the Falcon Crest II water line can begin construction. He stated that he is working with Foth Engineering and our Attorney on an agreement that will allow Foth to review our working plan for the Falcon Crest water line. We are just waiting for some word changes to be reviewed. Steve is working to upgrade the outside of the Clarkson well house to include new paint, trim, etc. We billed a couple of days late this month due to equipment problems. I found that our Samsung tablet android software is outdated and can't be upgraded. The meter reading software upgraded to Android 12.0 in their latest software and our tablet is Android 10.0. I have ordered a new tablet that has Android 14. I did find a way to get the meter readings out of the tablet one line at a time so we could bill, but it took a couple of days. I sent out some 150 letters to residents that have not responded to the original request to have them identify the material of their water service line. I am getting responses slowly and will report them to the state when finished. 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. It consisted of production information and testing status. All systems are working nominally. Also, an updated Cellular based SCADA system is on order that should improve our system. There being no questions or comments, Colerick 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*: New parts are on order. No further discussion.
2. *Falcon Crest II Subdivision*: Discussed in Manager's Report, above.

## NEW BUSINESS

1. *SDARWS Class C Director Opening*: Martin mentioned that the SDARWS has an opening for a Class C Director and asked if anyone was interested in being nominated to that Board. Mills stated he might be interested.
2. *FY2024 Budget Draft*: The draft budget was introduced at last month's meeting. Tonight, the floor was opened for concerns, suggestions, etc. Nolting has noticed that the summary line for "Revenue:Rate Increase" was actually the percentage of the Total Revenue as opposed to the correct line of "Water Sales." Martin reduced the percent line by about \$9,000. Rausch asked why our employee mileage reimbursement of 57.5 cents per mile is not the same as the Federal mileage reimbursement of 65.5 per mile and suggested our rate be increased to the higher amount. After discussion the higher rate was adopted. After additional discussion of the budget, Draine made motion to adopt the total budget with the two changes mentioned. Nolting made a second to the motion. There being no further discussion, the budget was approved by a unanimous voice vote.

After passage of the budget, Nolting suggested we not use revenue data for the past five years as we have done, but drop the number of years to no more than two. Rausch suggested we not use dollar amounts, but use water usage rates instead. We will look into this as we prepare the FY2026 budget next year.

At 7:45 pm Rausch made motion, seconded by Draine, for the Board to move into Executive Session to discuss an employee benefit matter. The vote was unanimous for approval.

At 8:00 pm the Board moved back into Open Session.

At this time Rausch made motion, seconded by Draine, to pay all employees a small bonus to thank them for their service.

Mills asked for any additional comments: There was none.

There being no other business before the Board, Mills reminded us that we will meet again December 17, 2024 and asked for a motion to adjourn. At 8:05 pm Rausch made motion to adjourn, seconded by Draine. The motion passed by voice vote.

Respectfully submitted,  
Jim Martin, Manager/Clerk