

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
September 20, 2022

The Board of Trustees of the Colonial Pine Hills Sanitary District met on September 20, 2022 at the CPHSD Office Building. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Don Nolting, Vice President; and Ron Colerick, Trustee was absent with approval. Present also were Jim Martin, Manager; Steve Burgad, Maintenance and Mike Riker, System Operator.

AGENDA:

Draine made motion, seconded by Rausch to approve tonight's agenda without change. The motion passed with a unanimous voice vote.

MINUTES:

Rausch made motion to approve the minutes of August 16, 2022 as written. A second was given by Draine. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

The financial report for August was presented. Mills opened the floor for discussion and/or comments. Martin stated that revenue deposited in August was over \$54,000 and that deposits in September should be high, as well. There were no other comments. 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 352 Kamstrup Radio Read water meters installed. He has also ordered 20 additional meters that will be installed in October on Blue Stem Court in Countryside South

Martin mentioned that Askland Construction has completed repairs on two service line leaks. The first was adjacent to 3309 Kerry Drive and was under the asphalt. The second was a double split on the service line adjacent to 3416 Alberta Drive but was not under the asphalt. We now have three asphalt repair jobs.

Federal rules limit the insurance coverage of bank cash accounts to \$250,000 total liability. This limit does not include investments such as Certificates of Deposit. Our Auditor noticed that there were months during the past two years that our cash deposits exceeded the limits of insurance and recommended we made changes to prevent that. Martin has suggested that we take some \$50,000 that has been sitting in a Money Market account as a security against a State Revolving Loan payment for several years and move that money into a Certificate of Deposit. Martin stated that the 32-month CD at BHFCU now has a rate of 2.75 percent and suggested we move the money there. After discussion, Rausch made a motion, seconded by Draine to move money into a CD. The motion passed by unanimous voice vote.

Martin said he has had two meetings with the WP VFD concerning a project they have. They are adding an addition to the Fire Station and will require a fire suppression system. The Station is currently at the end of a four-inch water line and this line does not have the water flow required to support the fire suppression requirements. Their engineer has recommended the installation of a 25,000-gallon water tank at the station. This is cost prohibitive for the VFD and they have come to us to inquire if we would be willing to cost share with them to extend our six-inch pipeline from DoubleTree Road to the Station. After much discussion and debate Draine made motion, seconded by Rausch, to approve the VFD's request with several restrictive conditions: 1. The project would be required to have a written plan drawn up by a professional engineer with survey drawings (as necessary) and a cost estimate; 2. The six-inch line would be connected properly to the four-inch line to make a loop; 3. The VFD would connect a proper sized line to the six-inch line and run it to a shut-off valve; 4. All pipeline installed in items 2 and 3 would belong to the Sanitary District upon completion; 5. Work accomplished in items 1-4 would be cost shared 50/50; 6. The VFD line from the shut off valve into the building would belong to the VFD and would be totally at their expense; and 7. The Sanitary District would limit their portion to not more than \$25,000. The motion passed by unanimous voice vote.

Martin stated that we had an audit of our Worker's Compensation insurance by Safety Benefits from Sioux Falls. All was well. However, they did make two recommendations. The first was that we should have copies of the worker's compensation insurance coverage of all of our contractors. We are in the process of doing that. Secondly, they recommended we consider requiring all of our new employees to have a pre-work physical to ensure they can meet the demands of the job. After much discussion, Martin was directed to develop some physical requirements for each job and see if this is something we wish to do in the future.

Martin noted that the Board, at its May 2022 meeting, give him authority to look into the District accepting credit card or debit card payments as long as there was no cost to the District. After looking into the various costs and procedures, a customer survey was taken to see what interest there was in this direction. He sent out 408 surveys and received back 156. Of those, 51 people (32.7 %) were favorable to paying by credit card. On that 51, only 23 (less than half) were favorable to paying the fees themselves. Martin pulled 12 months-worth of billing data on the 51 people favorable to paying by credit and found that for these the total swipe fees would be about \$1,835.45. The billing software vendor cost for the portal access would be \$599.40 for a total cost to the District of \$2,434.85 should the District pay the fees. There was a lengthy discussion as where to go from here. At the end, the Board recommended we drop the proposal and suggest the customers use Auto Bill Pay with their individual bank. This program is at no cost to most bank accounts, the customer can set a payment amount for a check the bank will write on a specified date each month and mailed to us. The customer does this one time and sits back and does nothing else. This method is more reliable than a credit card transaction, less likely to be hacked and costs nothing to establish.

Martin stated he will be out of the office from early October 21st thru perhaps November 2nd. There being no further discussion Rausch 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 that monthly sampling has been completed for the month. All the wells are running well. Water usage has begun to drop since we have had some rain and cooler weather. He said he will be gone the last 10 or so days of

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

OLD BUSINESS:

NEW BUSINESS:

AUDIENCE COMMENTS:

No Comments were made.

At 7:50 PM, there being no further business for the Board, Mills stated the Board would again meet on October 18, 2022 and asked for a motion to adjourn. Rausch made motion, seconded by Draine, to adjourn the meeting. The motion passed by voice vote.

Respectfully submitted,
Jim Martin, Manager/Clerk