

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
September 21, 2021

The Board of Trustees of the Colonial Pine Hills Sanitary District met on September 21, 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; Peter Rausch, Trustee; Ron Colerick, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; Beth Nelson, Administrative Assistant; and Mike Riker, Operator.

AGENDA:

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

MINUTES:

Draine made motion to approve the minutes of July 15, 2021, as written. A second was given by Nolting. The motion passed with a unanimous voice vote. There were no minutes from the scheduled August 17, 2021 meeting as there was not a quorum present in order to hold a meeting.

PRESENTATION OF AWARDS:

Martin presented two awards: The first was the Secretary's Award for Drinking Water Excellence from the South Dakota Department of Agriculture and Natural Resources. It was congratulating the Sanitary District for ten consecutive years of supplying safe drinking water to the public. The second award was for Michael Riker from the DANR for his System Operations Specialist of a public water system that has met the requirements of the Safe Drinking Water Act for supplying safe drinking water to the public.

FINANCIAL REPORT:

The financial report for July & August were presented. Mills opened the floor for discussion and/or comments. Colerick commented on the reports and noted that the reports indicate a well run business considering the ratio of revenue to expenses and the debt ratio. He said it was his experience that the District would earn an A or A Plus rating pertaining to our credit worthiness. There being no further discussion, Colerick made motion, seconded by Nolting to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we have 177 Kamstrup meters installed with 9 additional meters scheduled thru the end of the month. He also reported that the District has experienced four water leaks during the month that have been repaired. One was at the intersection of Nonanna

East and Okpealuk Street consisting of a split service line. One was also a split service line under the asphalt at the top of Mittenwald Court. One was also a split service line under the asphalt at the top of Langenberg Court. And the fourth was a major four-inch pipeline break just north of the intersection of Albertta Drive and Mittenwald Court. This break was caused by a large rock on top of the pipeline being pushed down by a very large root from an adjacent Cottonwood tree. All three split service lines were caused by rocks on top of the line. There being no further discussion Rausch made a motion, seconded by Nolting, 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 August and early September and that we are seeing a reduction in production as it begins to get cooler. There is not as much outside watering. Sampling has been completed for the year, except the monthly bacteria and fluoride samples for each month remaining. All the wells are running well. During the summer our wells could not keep up with the customer usage while following the electric cooperative's rules of demand times so we allowed the Conifer well to run when it was needed. This, in turn, created a demand charge each month. Since the summer is over this well will be placed back on the demand time schedule and this scheduled changes to winter hours on October 1st. There being no questions Rausch made motion, seconded by Noting to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. GIS/GPS Asset Management: Beth Nelson presented a Power Point discussion on the District's need to have more accurate and relevant mapping and asset management. She presented what the District has and does now and what we can be doing in the future with some equipment and time. Her presentation divided the needs between hardware, software and personnel. She also stated the estimated costs for the project. We would require a newer computer that has increased processing speeds, larger memory for the video card and a larger amount of random-access memory. She has found a Dell computer that will match the requirements including wireless mouse and keyboard and installed MicroSoft Office. The cost of this machine is just under \$2,300. We would also require a GNSS Receiver that will receive satellite signals and will be accurate to within plus or minus one foot. The cost of the receiver is about \$4,061. We would also require either a smart phone or tablet for the Field Worker to carry. The cost here would be some \$800. There would be a requirement for some specific software for the computer and tablet/phone. The cost would be about \$1,150 annually. After data collection and input into the computer, a multitude of maps could be generated and printed, if needed. The Field Worker could be able to locate a valve or curb-stop at any time, dry or snow. We would possess accurate maps that could be used in any number of circumstances. These maps would have layers available that only display what the Field Worker requires along with any number of notes. It was noted that the receiver will not be available until mid-November, but all other equipment and software can be purchased now and that some mapping can be done without the receiver, such as District boundaries and fire hydrants that do not require much accuracy as they are visible. After the presentation, there were many questions about specific usage and benefits. After all discussion was complete, Draine made a motion to proceed with the purchase of the entire package of required equipment and software. Nolting made the second. With no further discussion the motion passed by unanimous voice vote.

2. Stand-by Generator Update: At the July meeting AE2S was contracted to supply a bid document for the purchase of a generator. The bid requirements were sent out and we have received official bids from five groups. The bids ranged from a low of \$61,000 to a high of over \$72,000. These numbers were considerably higher than anyone on the Board was expecting. Mike Riker was tasked with checking with AE2S to try to determine the cause of the prices in comparison with prices from local companies that were down in the \$40,000 range, although generator sizing and fuels are somewhat different. It was decided to table further discussion until the October meeting where there may be some answers to above questions and our Attorney will be present at that meeting so we can get information about the bid process requirements.

NEW BUSINESS:

1. Attorney's Fees: Martin presented an email from our Attorney stating that legal fees were increasing for governmental entities from \$185 to \$225 per hour for all legal work. He stated he would understand should the District wish to look elsewhere for legal advice. Martin stated he had added legal hours for 2020 and 2021 and found that we were charged for 28.85 hours over about 21 months. The difference in fees would be \$5,337.25 to \$6,491.25, a total of \$1,154. He further stated that Talbot Wieczorek is a Partner with one of the largest legal offices in Western South Dakota and he specializes in water districts. He is also a Meade County Commissioner. How much better can we get? Nolting made motion, seconded by Rausch for the Board to retain our present Attorney. The motion passed by unanimous voice vote.
2. Audience Comments: There was no audience.
3. At 8:38 PM, Mills asked for a motion to move into Executive Session to discuss personnel policy and hiring. Rausch made the motion, seconded by Nolting. The vote was unanimous.

At 9:25 PM, the Board returned to Open Meeting and asked Martin to join them. At this time Nolting made a motion, seconded by Rausch, to ask Martin to remain in his Manager's job rather than retire. The motion included a \$2,000 bonus to be paid immediately, followed by raising his annual wages to \$42,000 beginning on January 1, 2022. The motion passed by unanimous voice vote. This information was then presented to Martin for his decision. He asked for the information to be presented to him a second time. He asked if he could divide the bonus into four \$500 payments to make it easier to enter into QuikBooks and was told he could. He asked if there were any requirements from him and was told there would be no changes for him. He asked that since the bonus would be divided and paid over four months, he wanted to ensure that should something happen to him between now and the last payment, would the Board pay the balance of the bonus to his spouse. He was told yes, that this would be considered a debt owed. He then accepted the offer.

At 9:30 PM, there being no further business for the Board, Mills stated the Board would again meet on October 19th and asked for a motion to adjourn. Nolting made motion, seconded by Rausch, to adjourn the meeting. The motion passed by voice vote.

Respectfully,

Jim Martin, Manager/Clerk