

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
April 21, 2020

The Board of Trustees of the Colonial Pine Hills Sanitary District met on April 21, 2020 at the Whispering Pines Fire Hall. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Donald Nolting, Vice-President; Gerald Burdick, Trustee; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; and Mike Riker, System Operator. The Audience consisted of Jeanette Mills.

AGENDA:

Burdick requested that the Naylor Well House be added to the agenda under New Business. Nolting made motion to approve the amended agenda, seconded by Burdick. The motion passed with a unanimous voice vote.

MINUTES:

Burdick made motion, to approve the minutes of March 17, 2020, as written. A second was given by Rausch. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for March was given. Martin noted he has upgraded the accounting software to QuikBooks On-Line and that the reports are somewhat different in format, but the information available is the same. He stated that revenue and expenses for the month were normal for this time of year. There were no questions or comments. Burdick motioned to approve the financial report with Rausch adding the second. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported that we are delaying the installation of new meters for the immediate future because of the COVID-19 concerns. Also our bi-annual audit has been delayed for the same reason. Martin stated he still plans to be gone July 12-19 and May 21-28 although the May period may not happen. There being no further discussion Draine made a motion, seconded by Rausch, to approve the Manager's report. The motion passed by voice vote.

OPERATOR'S REPORT:

Riker gave the monthly production levels. He stated the laboratory samples for March have been taken and that the chlorine and fluoride levels are within tolerance and that the turbidity levels are good. He reported that the leak in the storage tank has been repaired. It was a corroded area on the floor about three feet from the sidewall. He also mentioned that the cathodic protection is not operating as designed and he has asked for a proposal from Great Plains to replace the anodes. Martin was asked to check on our insurance coverage for the tank.

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

OLD BUSINESS:

1. COVID-19: Martin included this subject in the latest Newsletter and had updated the website. Burdick asked about the protocol for office and whether customers and vendors were being screened. It was suggested that we less easy to get into the office to reduce exposure. Martin was given the discretion to do what is needed.
2. Administrative Assistant Position: Martin said he has sent some 350 postcards out advertising the position and has received two calls, but no one has yet to take out an application.

NEW BUSINESS:

1. Naylor Well House: Burdick said that the Naylor well house is an eyesore and that since we are not using that well we should look into capping the well and eliminating the house. A discussion ensued ending with the direction for Riker to come up with a cost estimate for capping and cleanup.
2. Audience Comments: There were none.
3. Executive Session (Employee/Legal Matters): Not Required This Meeting.

At 7.45 PM, there being on further business Mills reminded the Board that we would again meet on May 19, 2020 and asked for a motion to adjourn. Burdick made such motion, seconded by Draine. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin
Manager/Clerk