

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
December 20, 2016

The Board of Trustees of the Colonial Pine Hills Sanitary District met on December 20, 2016 at the Whispering Pines Fire Hall. President Edward Mills called the meeting to order at 7:00 P.M. Those present were: Edward Mills, President; Donald Nolting, Vice-President; Gerald Burdick, Trustee; Katie Peterson, Trustee; and Peter Rausch, Trustee. Present also were Jim Martin, Manager; Terry Frease, System Maintenance; Mike Riker, System Operator; and Ted Schultz, Engineer. Also present in the audience were residents Jeannette Mills and LeRoy Draine.

AGENDA:

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

MINUTES:

Nolting made motion, seconded by Burdick to approve the minutes of the November 15, 2016 meeting as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for November was presented. Martin stated that water sales revenue is some \$32,000 above this time last year. He also said that expenses continue to be below that of last year once you take out the cost of the three pump/motor replacements for the three wells. That expense was considered an anomaly since one wouldn't consider losing three pumps/motors in a single year. Mills asked if there were any questions pertaining to the report and there being none Rausch made a motion, seconded by Peterson, to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of November was presented. Martin introduced LeRoy Draine to the Board. Mr. Draine has completed collecting petitions for Trustee and will be seated as a Trustee during the January meeting. There were no other interested parties so the second Trustee will have to be appointed by the Board at the January meeting. Martin has completed the changes to the budget for 2017 and will be presented later this meeting. He has drafted a letter to go out to all residents titled "Understanding Your Water Bill." This letter includes information about the billing statement and the associated fees and how they were enacted. He is interested in attending the annual SDRW Association Technical Conference in Pierre the second week in January. He would like to attend the session on Kamstrup metering systems. He stated that he is looking into upgrading our QuikBooks accounting software to their on-line system so that our data can be accessed from any computer provided we have the user codes and passwords thus adding flexibility to our use. There being no further discussion of the Manager's Report Burdick made motion, seconded by Rausch, to approve the report. The motion passed by voice vote.

## OPERATOR'S REPORT:

Riker presented the Operator's report. He reported that water usage has peaked and we are producing less water on average than last month. He reported that the monthly sampling has been taken and that the overall operation of the system is good. He said that the surge arrestors approved last month for the storage tank are on hand and will be installed once we are clear of ice to allow work to be done in safety. He reported the status of the Conifer well filters and has ordered a new 100 micron filter from Tekleen. He thinks this will solve the frequent back-wash cycling that is taking place now. There being no questions Nolting made motion, seconded by Burdick, to accept the Operator's report. The motion passed by unanimous voice vote.

## OLD BUSINESS:

1. Office Building: Engineer Schultz presented two site layouts for the Board to review. The first is toward the east end of our lot and the second closer to the Croyle II well house. After some discussion the subject was tabled until the January meeting so the Trustees can review the options and cast a vote on the project in January.
2. Sewer Service to the Sutton Family Trust Property: Martin stated this is a future item but should be kept on the agenda as a reminder to determine our position on this property.
3. Trustee Election – January 3, 2017: Martin stated that the election has been cancelled since we did not have enough candidates. He will put this information on our website: [www.cphsd.org](http://www.cphsd.org). The Trustee status was discussed in the Manager's report, above.
4. FY2017 Budget Proposal: Mills opened the floor to discuss the proposed budget.

At 7:30 PM Burdick made motion, seconded by Rausch, to adjourn to Executive Session to discuss personnel salaries. The motion was unanimously approved. Once the room was cleared of non-essentials, the Board moved into Executive Session to discuss the issues.

At 8:45 PM the Board moved back into Open Session.

Burdick made a motion to approve the FY2017 Budget with amendments discussed in Executive Session. The second was given by Nolting. Mills asked for a vote and the motion passed by unanimous voice vote.

There being no further business, at 8:50 PM Peterson made motion to adjourn the meeting. The second was given by Rausch. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk