

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
January 19, 2021

The Board of Trustees of the Colonial Pine Hills Sanitary District met on January 19, 2021 at the CPHSD Office Building. Social Distancing was observed and facial coverings were required. Temperature of each person entering the building was taken. They ranged from 93.7 to 96.9. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Don Nolting, Vice President; Gerald Burdick, Trustee; LeRoy Draine, Trustee; and Peter Rausch, Trustee. Present also were Jim Martin, Manager; Talbot Wieczorek, Legal Counsel; Mike Riker, Operator; and Steve Burgad, Maintenance.

AGENDA:

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

REORGANIZATION OF BOARD OF TRUSTEES:

The Board of Trustees is required to reorganization each new calendar year. Trustee elections are always held the first Tuesday of January. This year an election was not necessary since only one person submitted nominating petitions. This was Edward Mills, incumbent, to fill his own position. The Board effectively looks the same as the previous years, with no changes in makeup.

ELECTION OF BOARD OFFICERS:

At the first Board meeting in January, it is customary to elect new officers for the calendar year. President Mills opened the floor to nominations for Board President. Rausch nominated Edward Mills to remain President. Burdick made a second. No other nominations were received and the vote for Mills to remain President of the Board was unanimous by voice vote. Mills then asked for nominations for Vice-President. Burdick nominated Don Nolting to remain Vice-President. Rausch made the second. There were no other nominations submitted and the vote for Nolting to remain Vice-President was unanimous by voice vote.

MINUTES:

Burdick made motion to approve the minutes of December 15, 2020, as written. A second was given by Nolting. At this time Draine asked about the potential water diversion from the Sheridan Lake Road ditch to Aspen Ridge Landscaping. He was under the impression that this idea was not approved but is in the minutes as approved. This was a misunderstanding and the idea was approved. After the discussion the motion passed with unanimous voice vote.

FINANCIAL REPORT:

The financial report was discussed. Rausch asked a question concerning the 2020 Budget versus Actual Expenses, specifically on page 2/4 in the line "Debt Retirement." The budgeted line was \$125,841.90 but the actual expense line is blank. Martin referred him down the same page to the line "Interest Expense" where the budget line is \$44887.70 and the actual line is the

same. He explained there are four SRF loans that have both Principle payment, as well as Interest payment. The Interest Expense is shown as the \$44,887.70 and is an expense shown on the Profit and Loss statement. The Principle payment (the \$125,841.90) is the budgeted Principle amount but it is not shown on the Profit and Loss statement but is show on the Balance Sheet. The Budget Line is our estimated expense to be paid but the Actual Line is what the Profit and Loss statement says was paid. The Principle is a Capital Expense and shows only on the Balance Sheet. This is the reason these lines are different. There was no additional discussion. Draine motioned to approve the financial report with Burdick adding the second. It passed by unanimous voice vote.

#### MANAGER'S REPORT:

Martin reported we now have 98 Kamstrup meters installed. He reported the status of the Trustee election. The remainder of his report is on tonight's agenda as Old Business Item #1, and New Business Items #1 &2. There being no further discussion Draine 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 December and early January. All samples have been taken for the month and all the wells are working well. Basically, the month has been good. There being no questions Draine made motion, seconded by Rausch to accept the Operator's report. The motion passed by unanimous voice vote.

#### OLD BUSINESS:

1. Kamstrup Metering: Discussed in Manager's Report, above.
2. Stand-by Generator Update: Martin reported that during Storm Atlas in October 2013 there was a power outage for about 58 hours. If our storage tank is near-full we have enough water storage for six or seven days but toward the end of that period there is no fire protection. After Atlas the District evaluated our situation and determined we should look into a stand-by generator for power during outages. The purchase of a permanent generator was eliminated due to cost. But we did install a power transfer switch and rented a generator for one day to make sure the transfer switch did work and that the generator could power the Croyle II well and all its component pieces. And it did, in fact, work. Martin told the Board that it has now been almost seven years since that testing was done and we should probably do it again. But he questioned whether or not we should reconsider the purchase of a generator due not only for weather related events but world events where the possibility of the western power grid going down for some period of time. He presented one cost estimate for a 100 KV diesel generator with automatic switching. The cost estimate was \$44,925 installed with tank, concrete pad, sound suppression, automatic switching, etc. The Board thought the idea to be sound but would like to have additional options. The subject was tabled until the February meeting to allow Martin to get price estimates from two additional vendors so we can have a comparison. He was also tasked with the price of annual maintenance contracts and to look at the area around the well house to determine the best location for setting a generator.

## NEW BUSINESS:

1. COVID Protocol: Last month the Board approved the Manager directing an employee to get COVID testing at the District's expense at the Manager's discretion. At this meeting Martin asked the Board for guidance on hourly wage employees and whether they should be paid while quarantined for COVID and, if so, at what rate. Normally hourly employees receive no benefits and if they are sick, or need to be at home with a sick child, do not get paid. However, COVID is somewhat different. For example: If an employee's spouse is exposed to the virus and tests positive, the Manager will send the employee home to isolate so as not to expose other employees to the virus. In this case, the Employer forced the employee home. Should the employee be paid during this time as they are home for no fault of their own. After a lengthy discussion Rausch made motion that in this particular case the employee should be paid their regular pay. Burdick added the second. Some additional discussion followed saying that if the employee really needs the money, they might try to come to work when they are still either sick or exposed and we do not want them working in that case. It would be better to pay them and keep them home. Mills called for a vote. The vote was unanimous to pay them their regular wages and give the Manager the discretion to end the practice if he thinks it is being taken advantage of.
2. Dean Thompson Property: Dean Thompson owns two lots on the North side of Sheridan Lake Road between Clarkson Road and Spring Canyon Trail. He is planning to sell one lot and he lives on the other. He has contacted the District Manager and requested he be allowed to hook-up to our system. His property for sale does not have water available and his home is on the BlueBird Association. Martin explained to him that the District might be willing to extend water to his property but that he would have to bear all the costs associated with the extension to include: Approximately 650 linear feet of eight (8) pipeline and fittings, a fire hydrant, boring under Sheridan Lake Road, permits and other associated items. He stated he is fine with all that. Martin presented this to the Board. The entire group thought the idea to be sound and would allow the possibility for expansion, both to the east and to the west in future years. Mike Riker said that since the County would have to approve work in the right-of-way and the boring under their new Road, we should require Mr. Thompson to have an Engineer design the project. The Board told Martin to pass on this information to Thompson along with asking about the BlueBird system and its status. We would discuss it further in the February meeting.
3. Audience Comments: Legal Counsel Wieczorek stated he would like to change his meeting schedule to the first month of the calendar quarter as opposed to every other month. The Board approved.
4. Executive Session (Employee/Legal Matters): None Required.

At 8:30 PM, there being no further business Mills reminded the Board that we would again meet on February 16, 2021 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