

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
March 17, 2020

The Board of Trustees of the Colonial Pine Hills Sanitary District met on March 17, 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; Talbot Wieczorek, Steve Burgad, Maintenance; and Mike Riker, System Operator. The Audience consisted of Jeanette Mills.

AGENDA:

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

MINUTES:

Nolting made motion, to approve the minutes of February 18, 2020, as written. A second was given by Draine. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for February was given. There were no questions or comments. Rausch motioned to approve the financial report with Draine adding the second. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported that as of today there has been 41 new meters installed. He said he read all 41 meters yesterday and they all read. He mentioned there are two known meters that are going to be a problem. One is a house with the current meter located inside a wall and the other at the Corner Pantry where there is a fire suppression system. He is recommending that we have the plumber for the Corner Pantry install that one. The Board agreed we should not do the installation. Martin has sent our Attorney a proposed Code Book that has all Ordinances and Resolutions included in a single publication. The Attorney will review and it will be discussed at the May meeting. Our bi-annual audit will begin sometime in April. A newsletter will go to the printer this or next week. Information on the Coronavirus has been uploaded to our website and some information will be included in the newsletter. Martin stated he wishes to be gone July 12-19 and May 21-28. No objections were heard. There being no further discussion Burdick 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 February have been taken and that the chlorine and fluoride levels are within tolerance and that the

turbidity levels are good. He reported that the tank leak has been discussed with both Great Plains Structures and the Diver from Pierre. Scheduling is difficult with their schedules and the weather. 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. Radio Read Meters: Discussed during Manager's Report.

NEW BUSINESS:

1. Coronavirus (COVID-19): A general discussion occurred about the virus. Information has been placed on the website and will be discussed also in the coming newsletter. The Board used social distancing during its meeting. Our office will continue as is for the immediate future since there are typically only one or two people there at a given time. All precautions will be taken.
2. Audience Comments: There were none.
3. Executive Session (Employee/Legal Matters):

At 7:52 PM Mills called for an Executive Session to discuss a legal item and a personnel item. Rausch made motion, seconded by Nolting, to adjourn to Executive Session. The motion passed by unanimous voice vote.

At 9:07 PM the Board returned to Open Session.

Mills made motion, seconded by Nolting, to begin the hiring process for an Administrative Assistant that will work 20-30 hours per week, specific hours to be determined by the Manager. There will be a four-month probation period. Martin will accept the applications and he and Nolting will do the interviewing. The motion passed by unanimous voice vote.

At 9:10 PM, there being on further business Mills reminded the Board that we would again meet on April 21, 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