

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
November 15, 2016

The Board of Trustees of the Colonial Pine Hills Sanitary District met on November 15, 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; Talbot Wiezcorek, Legal Counsel; and Ted Schultz, Engineer. Also present in the audience were residents Jeannette Mills and Ron Colerick.

AGENDA:

Burdick made motion, seconded by Peterson, to approve tonight's agenda with the addition of the FY2017 Budget Proposal as item #5 in Old Business. The motion passed with a unanimous voice vote.

MINUTES:

Nolting made motion, seconded by Burdick to approve the minutes of the October 18, 2016 meeting as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for October was presented. Martin stated that revenue is still running some 16 percent above the same time last year and that other than the expense of the three well pumps/motors earlier in the year the expenses are running below last year. Mills asked if there were any questions pertaining to the report and there being none Burdick made a motion, seconded by Rausch, 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 reported that B&H Asphaltting has completed work at the top of Langenberg Court, top of Okpealuk Court, the driveway to the WP Main well, the area around the main mail box and the area in the Section Line drainage just north of the Croyle II well. The residents adjacent to the Section Line were not pleased with the asphalt hump in the driveway so we had Shovel Head Excavation cut it down to a more manageable hump.

Have mailed out Trustee Election postcards to all residents as well as two publications in the Rapid City Journal. No inquiries as yet.

We had a Workman's Comp safety inspection in late September and have now received the official results. They made two recommendations: add a fire extinguisher to our truck and write a policy letter prohibiting telephone texting while driving our vehicle. Both items have been done.

The land (Rohr Subdivision) adjacent to Sheridan Lake Road between Okpealuk Street and Croyle Avenue appears to be for sale. Martin was contacted by a realtor asking questions about water availability for a future office building in that area. No other information has been forthcoming.

The AE2S Electrical Engineer has inspected our storage tank facility concerning the number of lightning strikes we have had and the subsequent equipment failures. He has suggested that we disconnect the upper hatch warning alarm and its cable and install two analog surge arrestors at each end of the pressure transmitter and a surge protector for the incoming 120 VAC power supply. The upper hatch is padlocked as well as the ladder access further down plus there is a locked fence surrounding the tank. After discussion as to the hatch alarm Nolting made a motion, seconded by Burdick, to remove the hatch alarm and its cabling and install the surge arrestors and the surge protector as recommended by the Engineer. The motion passed by unanimous voice vote.

There being no further discussion of the Manager's Report Burdick made motion, seconded by Peterson, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Martin presented the Operator's report in the absence of Riker. 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. There being no questions Rausch made motion, seconded by Peterson, to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. Schedule B1 & C Projects: Pinewood Pipeline and Croyle II Drainage. Martin stated that he has signed off the completion of schedules A and B1. Schedule C, Croyle II Drainage, has been tabled infinitely since Rapid City denied out sewer permit. We have a State drainage permit and will continue with that. These items will be dropped from future agendas.
2. Office Building: Martin has sent a copy of the floor plan to AE2S and they have made a preliminary site plan drawing for review. A discussion followed concerning septic drainage, sidewalks, mailboxes, parking spaces, etc. At discussion's end Engineer Schultz said he would redraw the site in a couple of ways and get back with us.
3. 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.
4. Trustee Election – January 3, 2017: Martin restated he has sent our postcards and published the election information. It is also on our website: www.cphsd.org. He has petitions available.
5. FY2017 Budget Proposal: Burdick made motion, seconded by Noting, to approve the proposed budget. A discussion followed. Rausch asked a question pertaining to the way property tax revenue is displayed. Martin stated that since the property tax revenue is for repaying SRF Loan III he only displayed the tax revenue that is directly used to make that

payment. The remainder of the revenue is deposited in the Capital Improvement money market account and is reflected at the bottom of detailed listing of revenue and expenses spreadsheet. Martin then asked the Trustee if they had looked at the fine print concerning employee compensation. It was then noted that the budget had a large increase in the salary for an administrative assistant. Martin noted this increase will only be affected by the construction of an office building where we may require additional hours for a receptionist/administrative assistant. Currently the assistant works only five hours per week. In a worst case scenario this would increase to perhaps 30 hours, hence the budget increase. A question was then raised salary levels for current employees. Martin suggested the board go into executive session to discuss personnel matters.

At 7:55 PM Burdick made motion, seconded by Rausch, to adjourn to Executive Session. The motion passed by unanimous voice vote.

At 8:55 PM the Board returned to Open Session. Burdick withdrew his motion to approve the budget. This subject was tabled until the December meeting when Martin will present new information.

There being no further business for the Board, Rausch made motion at 9:00 PM, seconded by Peterson, to adjourn. The motion passed by voice vote.

Respectfully,

Jim Martin
Manager/Clerk