

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
December 15, 2015

The Board of Trustees of the Colonial Pine Hills Sanitary District met on December 15, 2015 at the Whispering Pines Fire Hall. President Robert Truman called the meeting to order at 7:00 P.M. Those present were: Robert Truman, President; Gerald Burdick, Vice-President; Katie Peterson, Trustee; Donald Nolting, Trustee; and Edward Mills, Trustee. Present also were Jim Martin, Manager; and Michael Riker, System Operator. Also present was Jeannette Mills.

AGENDA:

Burdick made motion, seconded by Nolting, to approve tonight's agenda as amended to include the Conifer well electrical in Old Business. The motion passed with a unanimous voice vote.

MINUTES:

Burdick made motion, seconded by Mills to approve the minutes of the November 17, 2015 as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for November, 2015 was presented. Mills made a motion, seconded by Burdick, 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 stated there have been two private service line leaks repaired; one on Katrina Court and the other on Dunsmore Road. We have also just yesterday completed a repair on our side of the service line on Wamberg Court. He mentioned that the last SRF IV payment request has been processed and it should be in our bank on Friday, the 18<sup>th</sup>. This completes the draws for both SRF III and SRF IV. Any payments due to the contractors beyond this will come out of our cash reserves. The Nonanna well pump motor has been replaced and we are exercising that well. The start-up of the new filtration system began yesterday and will continue this week. Additional information will be provided by the Operator in his report. I have drawn up a floor plan for a new office building to be discussed during Old Business. We have had only two people to take out petitions for the Trustee election. The petitions are due back by close of business tomorrow. It does not appear that an election will be required since we have two people with petitions and two openings. Terry Frease reported an injury while shoveling snow on December 1<sup>st</sup>. All injury report forms were completed and forwarded to our insurance carrier. There being no further discussion, Mills made motion, seconded by Burdick, to accept the Manager's report. The motion passed by voice vote.

## OPERATOR'S REPORT:

Riker presented the Operator's report. He stated the well production, water sampling and testing results, as well as the general operation of the system. He reported that the general operations and well operations are working normally. He has adjusted the operating times of the wells to conform to the non-peak electrical demand times for the winter months. The Conifer well is currently off-line awaiting some electrical upgrades to repair a hot spot on the switching device. He reported the repair of two private service line leaks as well as the repair to our portion of a service line on Wamberg Court. There being no further discussion Mills made motion, seconded by Nolting, to accept the Operator's report. The motion passed by unanimous voice vote.

## OLD BUSINESS:

1. Filtration of Nonanna & Croyle II Wells: This is schedule A of our project. Operator Riker stated that the Nonanna well pump motor was replaced and is working well. Start-up for the Croyle II filtration system began yesterday with the installation of the filter modules and electrical and programming start-up. As of today the filtered water is still going to waste as the manufacturer's representative and programmers continue their adjustments to the system. Turbidity is less than 0.1. A bacterial sample will be taken tomorrow and if good another on Thursday. If both are good then we will begin to put the filtered water into the distribution system on Friday.
2. Pinewood Drive Pipeline & Croyle II Drainage: This is schedule B of the project. This project is complete.
3. Conifer Well Electrical Problem: The Conifer well has experienced some hot spots on the HV switches. There is also a new electrical panel and cove heater to be installed. Two bids were requested. Advanced Electrical Inc estimated a total cost of \$4,800.00. EMTEC, LLC estimated \$1,930.62. After discussion of the bids and the contractors, Mills made motion to hire EMTEC, LLC to perform the work with the stipulation that they complete the work in its entirety by January 15, 2016. This date also includes the installation of the generator switching controls previously discussed. The motion was seconded by Nolting. After additional discussion the motion passed 3-0 with Burdick and Truman abstaining.
4. Office Building: Martin presented his building proposal and draft drawing. The floor plan consisted of an overall building 20' X 44', including a Manager's office, Admin area, Operator's area, restroom, meeting area, break area and attached 14' X 20' garage to be built on Lot B of the Croyle II well property. This is the south and southeast portion of the lot. Discussion included the proposed use of each of these areas, ADA requirements, parking, septic system, placement of building on lot, heating, cooling, utility, and overall size. It was decided the building should be the standard width of 24' and the garage should be expanded in width to accommodate two vehicles for future expansion. These changed the overall dimensions to 24' X 54'. After discussion Burdick made motion, seconded by Nolting, to have Martin hire a draftsman to draw up a building plan that can be used by an architect and for a building permit. This motion passed by unanimous voice vote.
5. FY2016 Proposed Budget: Martin presented the proposed 2016 budget. Burdick asked if it included personnel pay increases. Martin affirmed that it does. At this point with no further discussion Burdick made motion to approve the budget as written. This was seconded by Mills. The motion was approved by unanimous voice vote.

NEW BUSINESS:

1. Audience's Comments: No comments were offered.

At 8:05 PM Burdick motioned, seconded by Peterson, to move into executive session to discuss a personnel situation.

At 8:15 PM the Board moved back into open session.

There being no further business at 8:16 PM Mills made motion, seconded by Peterson, to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk