

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
December 18, 2018

The Board of Trustees of the Colonial Pine Hills Sanitary District met on December 18, 2018 at the Whispering Pines Fire Hall. Vice-President Nolting called the meeting to order at 7:00 P.M. Those present were: Donald Nolting, Vice-President; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Absent were Edward Mills, President; and Gerald Burdick, Trustee; both with prior approval. Present also were Jim Martin, Manager; Michael Riker, System Operator; and Steve Burgad, Maintenance. There was no audience present.

AGENDA:

Rausch made motion seconded by Draine to approve tonight's agenda without change. The motion passed with a unanimous voice vote.

MINUTES:

Nolting remarked that a word had been left out of the Operator's Report in the November minutes. The word was inserted. Then Rausch made motion, seconded by Draine to approve the minutes of the November 20, 2018 minutes with the correction. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for November was presented. Martin reported that revenue exceeded expenses in November and that it was a rather normal month even with paying the entire \$15,000 for the bi-annual audit at one time rather than spreading it out over several months as we have done before. He also presented a spreadsheet with expected revenue and expenses thru June of 2019 showing a surplus of some \$30,000 that will be used to pay for the anticipated isolation valve replacement project that will commence in early 2019. There was a question concerning the fixed error on the bank statement. This was a check number error that was corrected. There were no other questions or comments and Rausch made motion to approve the financial report, seconded by Draine. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of November was presented. Martin reported that a Trustee election would not be held since there were no petitions submitted. At the January meeting the Board will appoint new members to serve three-year terms. He also reported that Steve has been cleaning the piping in the Croyle II well house and has removed the unused lines that went to the Tekleen filter system that has not been needed. Martin is moving all of the archived financial and other records from the shed to the new office building and shredding all obsolete data according to the retention schedule. He is going to purchase in the new year the five drawer filing cabinet that was approved last March with the other office equipment. The archived files will be stored in this cabinet. He also informed the Board there are two homes with underground fences that have dogs that have complete run of their yards. This is a problem for our meter readers. He is working with the owners to come to some equitable solution. There being no further discussion Rausch made a motion, seconded by Draine, to approve the report. The motion passed by voice vote.

## OPERATOR'S REPORT:

Mike Riker made the Operator's Report. He stated the well production for the month of November and the first 12 days in December. Production is running about normal for this time of year and should decrease even more in January and February. Sampling for December will be done this week. All the wells are running normally. He stated he plans to be out of town December 26-30. 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. Isolation Valve Plan Update: Riker stated he has sent estimate paperwork to several excavators asking for their estimates be returned by the end of December. The work is anticipated to be complete by June 1, 2019. There are ten valves on this project but this number can be reduced/increased as we go along and in considering the estimated cost. The District will be purchasing the materials.
2. City Sewer Agreement: Continued until January meeting.

## NEW BUSINESS:

1. Job Description Review: Continued until January meeting.
2. Audience Comments: There were none.
3. Executive Session (Employee/Legal Matters): Not required this meeting.

There being on further business Rausch, at 7:34 pm, made motion, seconded by Draine to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk