

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
July 17, 2018

The Board of Trustees of the Colonial Pine Hills Sanitary District met on July 17, 2018 at the Whispering Pines Fire Hall. President Mills called the meeting to order at 7:00 P.M. Those present were: Edward Mills, President; Donald Nolting, Vice-President; Gerald Burdick, Trustee; and LeRoy Draine, Trustee. Absent with advance permission was Peter Rausch, Trustee. Present also were Jim Martin, Manager; Mike Riker, System Operator; Richard Wells, Engineer; and Talbot Wieczorek, Legal Counsel. Jeannette Mills made up the audience.

AGENDA:

Burdick made motion to approve the agenda as written, seconded by Nolting. The motion passed with a unanimous voice vote. Trustee Draine asked that the agenda for the August meeting include in New Business a discussion of what we will do should we have a complete failure of one of our wells.

MINUTES:

Nolting made motion, seconded by Burdick to approve the minutes of the June 19, 2018 as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for June was presented. There were no questions or comments and Draine made motion to approve the financial, seconded by Nolting. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of June was presented. He reported he has had good response from residents needing to update and/or pump their system systems. He is still working to get residents who have bill pay with their bank to get our mailing address updated. He has seen a small uptick in the number of people who come by the office but it is still quiet most of the time. Martin is working on a How To book to consolidate the internal procedures for doing administrative tasks. He is also collecting data for the CY2019 budget and has developed a ten-year financial outlook but it is still in the planning phase. He stated that the Auditor is planning on presenting the audit at the August meeting. We have procured the parts to update the four sign posts in Countryside South. The current ones are close to falling apart. We will be ordering "Welcome to Colonial Pines Sanitary District" to put on the signs there and the four in Whispering Pines. Burdick offered to let Steve Burgad use his Bobcat for pulling the old posts. He is also working on a Code Book that will contain all of our Ordinances, Resolutions, etc. This is a work in progress. Martin will be out of town October 3 to October 14. There being no further discussion of the Manager's Report Burdick made motion, seconded by Nolting, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Riker made the Operator's report. He reported the monthly water production and the status of the wells. All wells were reported as operating normally with minimum maintenance required. He stated that the GFI at the Conifer well has had to be reset several times especially at times of higher humidity. After discussion he was instructed to replace the GFI. He also mentioned that the Nitrogen tank at the Croyle well is empty. Martin said he would order a replacement. He also reported that a control valve had failed on the filtration skid. He was able to manually operate the valve until a new valve was delivered and installed. That has been done requiring the electrician to do some troubleshooting and our SCADA technician to do some additional programming. It is being determined whether the valve may still be under warranty. 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:

2. Isolation Valves: Mike Riker said he has selected the intersection of Albertta Drive and Langenberg Court to begin the valve replacement project. He is still trying to pin down an excavator to do the work.
3. City Sewer Agreement: Legal Counsel Wieczorek stated that he is still in contact with the City attorney but they have not been especially speedy addressing our proposed changes we gave them several weeks ago.

NEW BUSINESS:

1. Audience Comments: There were none.

Martin asked for an Executive Session to discuss some personnel concerns. At 7:25 PM Burdick made a motion to enter into Executive Session. The motion was seconded by Draine. The motion passed by unanimous voice vote.

The Board returned to open session at 8:03 PM

There being on further business Nolting at 8:05pm made motion, seconded by Draine to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin
Manager/Clerk