

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
May 15, 2018

The Board of Trustees of the Colonial Pine Hills Sanitary District met on May 15, 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; Peter Rausch, Trustee; Gerald Burdick, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; and Talbot Wieczorek, Legal Counsel. Jeannette Mills made up the audience.

AGENDA:

Martin suggested the agenda be amended to include as item #3 in Old Business the City Sewer Agreement. Nolting made motion to approve the agenda as amended, seconded by Rausch. The motion passed with a unanimous voice vote.

MINUTES:

Burdick made motion, seconded by Rausch to approve the minutes of the April 17, 2018 as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for April was presented. Martin reported that income exceeded expenses in April by more than \$11,000 and by \$57,000 for the year. There being no further discussion 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 April was presented. Martin reported that the fire hydrant numbering and color coding is complete. He also stated he has accepted the resignation of Terry Frease because of health reasons. The remainder of this report concerned the office building that will be discussed in Old Business. There being no further discussion of the Manager's Report Rausch made motion, seconded by Draine, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Martin made the Operator's report in Mike Riker's absence. He reported the monthly water production and the status of the wells. All wells were reported as operating normally with minimum maintenance required. There is a leak in the street adjacent to 8111 Albertta Drive. It appears to be a leak under the road between the main on the west side and the curb stop on the east. We are trying to get an excavator to schedule the repair. There being no questions Rausch made motion, seconded by Draine to accept the Operator's report. The motion passed by unanimous voice vote.

## OLD BUSINESS:

### 1. Office Building:

Construction Progress: Martin reported the septic system has been installed and inspected. The parking lot has been asphalted and parking lanes striped. Window coverings have been installed and all furniture has been placed less one desk that will arrive later this week. He stated that he officially moved the administrative side into the new office yesterday. There is going to be an Open House (more of a come and go) on Saturday, June 9<sup>th</sup> from 10 AM to 2 PM.

Furniture & Equipment: Martin has provided a breakout of all equipment and supplies ordered and received. There is only a single small desk yet to arrive. There was discussion concerning when, how and who would clean the new building. It was determined that the staff would keep it as clean as possible but a more thorough cleaning may be required periodically. Martin will get some estimates to present. He will also look at a floor mat service that can change out mats periodically.

2. Isolation Valves: Martin reported that Mike Riker is working on a plan and he has spoken to an excavator and will arrange a start date.

3. City Sewer Agreement: Legal Counsel Wiczorek stated that the City Attorney has still not gotten back with a formal note of agreement but has said he sees no obstacles to what we have been doing. Hope to have something more formal next month.

## NEW BUSINESS:

1. Audience Comments: There were none.

It was noted that any notice about the June 9<sup>th</sup> Open House should also mention that there will be no official business conducted at that time although there may be enough Trustees present to have a quorum. This is a social gathering, not a business meeting.

Draine also asked whether the June Board meeting would be held in the new office. He was told no, that a meeting room large enough to hold our people would have added a much large cost to the building. For this reason we will continue to have monthly meetings in the Fire Hall.

There being on further business before the Draine at 7:39 pm Draine made motion, seconded by Rausch to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk