

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
November 17, 2015

The Board of Trustees of the Colonial Pine Hills Sanitary District met on November 17, 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; Ted Schultz, Engineer; Terry Frease, Maintenance; and Michael Riker, System Operator. Also present was Jeannette Mills and Pete Rousch.

AGENDA:

Mills made motion, seconded by Nolting, to approve tonight's agenda as written. The motion passed with a unanimous voice vote.

MINUTES:

Mills made motion, seconded by Burdick to approve the minutes of the September 15 as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for September and October, 2015 was presented. There was no meeting in October due to lack of a quorum. Martin stated the cash position of the District. He stated that water sales revenue is slightly over \$2,000 higher thru October this year than last and that total expenses are down some \$24,000 from last year as well. There being no questions or further discussion, Mills made a motion, seconded by Peterson, to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of September and October was presented. Martin stated that the Trustee Election is scheduled for January 5, 2016 and that an Election Superintendent needs to be appointed to oversee the election. Burdick made motion, seconded by Mills, to appoint Martin as Election Superintendent for this election. The motion passed by unanimous voice vote without further discussion. Martin gave an update on the pipeline and filtration project and that the Nonanna well failed to start due to a motor failure. A new motor has been ordered and will be installed by Taylor Drilling upon arrival. Martin renewed our 30 month meter deposit CD at the BHFCU for 48 months in early November. This increase in term also increases the return from 0.65% to 1.70% per annum. He also opened a new MM account to contain the \$6.00 monthly surcharge we collect for repayment of SRF Loan IV. 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. We have received one bid for this repair and are waiting for one other. 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. Engineer Schultz stated that the piping portion of the project is complete and start-up was scheduled for early December. However, the Nonanna well experienced a failure to start due to bad motor. The motor has been ordered and will be installed by Taylor Drilling upon arrival. Filtration start-up has been rescheduled for the week of December 14<sup>th</sup> and a representative from the manufacturer will be on-site to supervise the start-up and give training in its operation. This project should be complete and operational before the end of December.
2. Pinewood Drive Pipeline & Croyle II Drainage: This is schedule B of the project. This project is complete with just some additional cleanup required.

## NEW BUSINESS:

1. Appointment of Trustee Election Superintendent: Completed during Manager's Report, above.
2. Discussion of FY 2015 Budget: The draft budget was included in the monthly Trustee package. The Trustees will review and then discuss at the December meeting.
3. Office Building Discussion: Martin stated there are many advantages of having a central office building. Some of these are continuity of employees, consolidation of files, employee interaction, availability of employees to customers, etc. This discussion was to introduce the problems faced currently by staff in order to begin a serious discussion of solving this concern.
4. Audience's Comments: No comments were offered.

There being no further business at 8:55 PM Burdick made motion, seconded by Peterson, to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk