

**MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
November 18, 2025**

The Board of Trustees of the Colonial Pine Hills Sanitary District met on November 18, 2025 at the CPHSD Office Building. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Don Nolting, Vice President; Ron Colerick, Trustee; and LeRoy Draine, Trustee. Peter Rausch, Trustee was absent with prior notice. Present also was Jim Martin, Manager; Steve Burgad, Maintenance; and Mike Riker, Operator. Doug Feterl and Bill Klinakis were the audience.

AGENDA:

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

MINUTES:

Nolting made motion to approve the minutes of the October 21, 2025 as written. A second was given by Draine. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

Mills asked if there were questions or comments concerning the financial report. There, being none, Draine made motion, seconded by Nolting, to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported there has not been any additional action on the new Falcon Crest II subdivision after a flurry of activity during the Spring. We have two individuals who show interest in filing petitions for the January 6th Trustee Election. The completed petitions need to be back to Martin not later than December 16th. There have been two customer side service line leaks, one on Dunsmore Rd and the other on Croyle Ave. They both are scheduled for repair on November 20th. Our latest Lead Service Line inventory was submitted to DANR mid-October. After their review, we now have to send out Public Notice letters to all residents where either the private side or the public side service line material is still unknown. These letters are due no later than January 16, 2025. There being no other comments, Draine made a motion, seconded by Nolting, to accept the Manager's report. The motion passed by unanimous voice vote.

OPERATOR'S REPORT:

Riker reported production levels and sampling/testing results. He gave a report on the repairs made on the Conifer well. About 900 feet of downpipe, airline, check valve, pump and motor were replaced. He reported that the SCADA system upgrade has been completed but there are a few programming issues that are being worked out. Our SCADA is now cellular based rather than internet based. This increases the reliability and gives us more controls. There

being no questions or comments, Nolting made motion, seconded by Draine to approve the Operator's report as written. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. *SCADA System Upgrade*: Discussed in Operator's Report.
2. *Falcon Crest II Subdivision*: Discussed in Manager's Report.

NEW BUSINESS

1. *Trustee Election, January 6, 2026*: Martin discussed the lead-up to the election and requested the Board appoint an Election Superintendent to ensure the election is legal and proper. Nolting made motion for Jim Martin to be the election superintendent. A second was secured from Colerick. The motion passed by unanimous voice vote.
2. *2026 Draft Budget Introduction and Review*: The proposed budget had been mailed to each Trustee earlier in the month to review and discuss any concerns at this meeting and then vote to approve in December. Tonight, there was only one question and that pertained to the annual expenses projected for 2026 being considerably lower than the actual expenses for 2025. Martin explained that in 2025 we spent approximately \$60,000 for the Conifer well repair and that expense was not included in the projected spending for 2026. There were no other questions.
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Mills asked for any additional comments. There were none.

Mills stated that Martin had requested an Executive Session to discuss a personnel item. At 7:35 PM, after the room was cleared of non-essential people, Nolting made motion, seconded by Colerick, to move into Executive Session to discuss a single personnel item. The motion passed by unanimous voice vote.

The Board moved back into Open Session at 7:45 PM at which time Mills reminded us that we will meet again December 16, 2025 and asked for a motion to adjourn. At 7:46 pm, Nolting made motion to adjourn, seconded by Draine. The motion passed by voice vote.

Respectfully submitted,
Jim Martin, Manager/Clerk