

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
October 19, 2021

The Board of Trustees of the Colonial Pine Hills Sanitary District met on October 19, 2021 at the CPHSD Office Building. Social Distancing was observed. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Ron Colerick, Trustee; and LeRoy Draine, Trustee. Absent with approval was Donald Nolting, Vice President and Peter Rausch, Trustee. Present also were Jim Martin, Manager; Talbot Wieczorek, Legal Counsel; and Mike Riker, Operator.

AGENDA:

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

MINUTES:

Draine made motion to approve the minutes of September 21, 2021, with corrections. A second was given by Colerick. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

The financial report for September was presented. Mills opened the floor for discussion and/or comments. Colerick noticed there was an \$884 deficit in the September Profit & Loss report. Martin explained it was because of the interest paid for the three SRF loans totaling slightly over \$6,000, the purchase of \$7,205 in radio read meters, water leak repairs and postage. But he also noted that the revenue from water sales was over \$46,000, a very good month. There being no further discussion, Draine made motion, seconded by Colerick to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we have 184 Kamstrup meters installed with no additional meters scheduled thru the end of the year. He also reported that the new water leak on Mittenwald Court has been repaired. He reported that Steve Burgad had hip surgery October 4<sup>th</sup> and is doing well at last report. He is expected to be out four to six weeks. There being no further discussion Colerick made a motion, seconded by Draine, to approve the Manager's report. The motion passed by unanimous voice vote.

OPERATOR'S REPORT:

Riker gave the Operator's Report. He reported the production levels for September and early October and that we are seeing a reduction in production as it begins to get cooler. Sampling has been completed for the year, except the monthly bacteria and fluoride samples for each month remaining. All the wells are running well. There being no questions Draine made

motion, seconded by Colerick to accept the Operator's report. The motion passed by unanimous voice vote.

#### OLD BUSINESS:

1. Stand-by Generator Update: At an earlier meeting AE2S Engineering was contracted to provide design and turn-key plans for an emergency stand-by generator at the Croyle II well. AE2S had presented five bid proposals for the generator at the September meeting. However, these bids did not represent the entire cost such as the concrete pad, electrical wiring from the generator to the two buildings required and other miscellaneous items. The Board asked that this information be furnished prior to accepting any generator bid so the Board had a total projected cost. At tonight's meeting that information had still not been completely provided but was sure it would be ready by November 5<sup>th</sup>. After a lengthy discussion concerning possible directions the Board may take, it was decided to wait until this information is available on November 5<sup>th</sup>. At that time the Board can decide whether it wishes to bid the entire project as one project or divide out the project into two parts; generator and installation.

#### NEW BUSINESS:

1. Proposed CY2022 Budget: Martin distributed a draft FY2022 budget to the members. This is a work in progress and will be amended as information is complete. He said he wanted the Trustees to have a month to consider what is in the proposal before discussion. However, he did point out three items of interest: 1) There will be an audit of our financial records in 2022 and is estimated to cost \$16,000 to \$17,000, 2) There is money added to hire a Manager/Trainee who will work side by side with the current Manager and other employees for several months to learn the job, and 3) A water rate increase is needed because of inflation and the need for additional improvements in the system. The last rate increase was five years ago and prior to that, eight years before.
2. Audience Comments: There was no audience
3. At 8:45 PM, Mills asked for a motion to move into Executive Session to discuss personnel policy and hiring. Colerick made the motion, seconded by Draine. The vote was unanimous.

At 9:12 PM, the Board returned to Open meeting. Colerick made motion, but withdrew the motion prior to finishing, with the thought that what he wished to say should have the entire Board convened.

At 9:19 PM, there being no further business for the Board, Mills stated the Board would again meet on November 16<sup>th</sup> and asked for a motion to adjourn. Draine made motion, seconded by Colerick, to adjourn the meeting. The motion passed by voice vote.

Respectfully,

Jim Martin, Manager/Clerk