

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
September 18, 2018

The Board of Trustees of the Colonial Pine Hills Sanitary District met on September 18, 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; Gerald Burdick, Trustee; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Absent with advance notice was Donald Nolting, Vice-President. Present also were Jim Martin, Manager; Mike Riker, Operations; Talbot Wieczorek, Legal Counsel; Richard Wells, Engineer; Steve Burgad, Maintenance; and Brady Gable, Auditor. Jeannette Mills made up the audience.

AGENDA:

Martin recommended that the New Business item 'Job Description Review' be continued until the October meeting since Trustee Nolting is absent tonight. Burdick made motion seconded by Rausch to approve the agenda with the Martin recommendation. The motion passed with a unanimous voice vote.

AUDIT REPORT:

President Mills recognized Brady Gable, Auditor with the firm of Ketel, Thorstenson LLP. Gabel presented the audit report for the fiscal years ending December 31 2016 and 2017. His report was an overview of the auditor's responsibilities, financial statements for each year, cash flows, capital assets and long-term debt. Finally, he presented the findings of the audit and the District's response. The findings consisted of the fact that the auditor prepared the financial statements rather than the District, the auditor prepared the audit adjustments rather than the District and there is a lack of segregation of duties. Each of these items are repeats from years past and are typical for small operations with few employees. The District is willing to take the risk associated with each finding because of our size and limited number of employees. After a short discussion of the report Rausch made a motion, seconded by Draine, to accept the report as written. The motion carried by unanimous voice vote. President Mills and Manager Martin signed the acceptance letter that will be an integral part of the audit.

MINUTES:

Rausch made motion, seconded by Draine to approve the minutes of the August 21, 2018 meeting as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for August was presented. Martin reported that water sales revenue is down about 5.7 percent from this time last year due to the unusual wet summer but that revenue is expected to be higher in September since August was a drier month. Expenses are running close to normal for the year but expenses for September are high with three SRF payments due and three water leak expenses to be paid. Cash is expected to be tight until late November when the semi-annual property tax revenue is deposited. There were no questions or other comments and Draine made motion to approve the financial report, seconded by Rausch. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of July was presented. Martin stated he has let a contract with B&H Asphalt for a patch repair in the roadway adjacent to 7804 Albertta in the amount of \$948. There is no schedule as to the time frame yet. He reported the service line leak repairs done on Albertta (3). He is still working on a How-To-Book pertaining to procedures and is also collecting data for the CY2019 budget. Draine asked why the discussion for the increase in connection fees was not on the Manager's delayed items list and Martin said he would add same. Martin will be out of town October 3 to October 14. There being no further discussion Rausch made a motion, seconded by Burdick, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Riker made his report. He stated the well production for the month of August and the first 13 days in September. Both are down considerably from July. All sampling has been done and that the yearly e-coli sampling for Nonanna will end this month. All the wells are running normally. He stated that Steve found a leak on the filtration skid that was caused by a broken coupling. The skid shut-down properly. The part was replaced but in the process of inspecting other couplings Riker found several others seriously cracked. He has contacted the vendor and new couplings are in route. But the skid is down until the parts arrive. He also reported there is a leak under the asphalt in front of 4712 Okpealuk Court. He has been monitoring it for a time and it now has a small amount of chlorine in it. He has contacted Dan's Ditching and they will be out tomorrow afternoon to look at it. Riker said he will also contact B& H Asphalt and see if we can get this repair on their list as well. 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:

1. Isolation Valve Plan Update: Riker reported that two or three of the valves thought to be bad actually worked during the repairs done on Albertta. We do have leak on Okpealuk Court that will soon be looked at and there will be a need to use several isolation valves. This may determine a course of action pertaining to the valves.
2. Emergency Well Recovery Plan: At last meeting it was suggested that we evaluate the two wells that are designated as 'Emergency Back-up' and determine what has to be done to put them in service. A continuation of that discussion followed. Riker stated that the Countryside South Main well has been off-line Since September 2005. During this time the well house has been stripped of all usable equipment to be used elsewhere and the power has been removed from the building to conserve resources. Because of the idle time of the pump/motor there is no way of knowing, short of pulling the pump/motor, whether or not what may be growing down there and whether the screens on the drop pipe are still open. Without pulling the pump/motor it would be very risky just to put power on and try to start the well. And to do all the proper things is going to cost several thousand dollars. And this well had radiological contaminants which is why it was placed off-line in the first place. And once the well is determined to be good to go there

would be a series of water quality testing that would have to be passed; SOCs, VOCs, Radiological, Heavy Metals as well as Bacterial. A lot of risk for perhaps no reward. The Whispering Pines Main Well has been off-line since the Croyle II well was put in service (2010). The same things that applied to the CSS Main applies here except that there is power as this well since we have a pressure reducing system here. But this well presents additional problems in that the well pumps directly into two 45,000 storage tanks that have been taken out of the distribution system that would have to be cleaned and purified before we could use them. This well also has higher than acceptable Radium 126/128 and this one reason the Croyle II well was drilled, to eliminate this contaminant. Martin made the suggestion that these two wells probably should not have the 'emergency' designation but should be called 'wells of last resort.' After additional discussion it was decided that these wells should just be left as is and no additional money be spent on them for now. Riker also showed that in almost all situations the District can get by on a single well with some additional help from a second well during the summer irrigation season. We have three wells. Two of the wells have a variable frequency drive that can be adjusted to increase the production level but there is a corresponding increase in electrical cost. Riker also said that the pumps/motors we use are commonly available and we should be able to get a replacement within a couple of days. Martin pointed out also that in the case of a well failure we can eliminate outside irrigation for the duration of the emergency.

3. City Sewer Agreement: Attorney Wiczorek stated there has been some changes in procedure within the City Public Works Department but the Assistant City Attorney said they are working on a written response to our written request. It would appear the City has decided that a master sewer meter is not practical and will allow rates to be developed using water meter readings that was our suggestion. But the City may request they be more directly involved in our Septic program. This met with some criticism on our Board. We will have to wait until the City presents their proposal.

NEW BUSINESS:

1. Job Description Review: This was continued to the October meeting so that Trustee Nolting can be present.
2. Audience Comments: There were none.
3. Executive Session (Employee/Legal Matters): Not required this meeting.

There being on further business Rausch, at 8:18 pm, made motion, seconded by Draine to adjourn the meeting. The motion passed by unanimous voice vote.

At this point Trustee Draine, Attorney Wiczorek and Engineer Wells left the meeting. But there was a small side discussion taking place about the lawn mower. This discussion was a continuation from the meeting in August.

At 8:25 PM, there still being a quorum present, President Mills called for a motion to go back into Open Session to discuss the purchase of lawn mower. Rausch made a motion, seconded by Burdick, to go into open session to discuss the mower.

1. Steve Burgad had been tasked at the August meeting to get some prices and comparison of various mowers, all zero turn mowers. He presented this report and recommended the purchase of a Gravely ZT-HD, 52 inch cut, from Brown's Small Engine Repair for \$5,099, on sale at a reduction of about \$600. After discussion Burdick made motion, seconded by Rausch, that this mower be purchased. The motion carried. Although this action is not within the normal rules of procedure it was felt by those present that to purchase this machine at this sale price should not be delayed.

At 8:34 PM, Rausch made motion, seconded by Burdick, to adjourn the meeting. The motion carried.

Respectfully,

Jim Martin
Manager/Clerk