

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
April 17, 2018

The Board of Trustees of the Colonial Pine Hills Sanitary District met on April 17, 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; Mike Riker, System Operator; Steve Burgad, Maintenance; and Ted Schultz, Engineer. Jeannette Mills made up the audience.

AGENDA:

Burdick made motion to approve the agenda as written, seconded by Rausch. The motion passed with a unanimous voice vote.

MINUTES:

Burdick made motion, seconded by Nolting to approve the minutes of the March 20, 2018 as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for March was presented. Martin reported that total revenue is up and total expenses are down compared to the first three months of last year. We have dipped into our cash savings to pay periodic construction costs for the new office building and associated expenses. There being no further discussion Rausch made motion to approve the financial, seconded by Draine. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of March was presented. Martin reported he has received the 2017 Water Quality report from the State. It will be included in our next newsletter that will be published in May. Our new office building has arrived at the point of substantial completion and a certificate has been signed to that affect. We have completed a walk-thru with the contractor and the architect and noted things that need attention. A final walk-thru will be conducted in about 60 days. Between now and then the driveway will be paved and marked, and the landscaping will be completed. The septic drain-field will be completed within the next couple of weeks. All the phones have been moved but one of the cables has been cut by the landscaper and will be repaired soon. The phone has been forwarded to my cell phone in the meantime. My goal is to begin working in the new office the first week in May and be completely moved in by May 15. Mike Riker is working on a long-range plan to replace and/or add new isolation valves to our distribution system. This plan should be ready in May. Steve Burgad has begun the numbering and banding of our hydrants. There being no further discussion of the Manager's Report Nolting made motion, seconded by Draine, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Riker made his Operator's report. He reported the monthly water production and the status of the wells. All wells were reported as operating normally with minimum maintenance required. He also reported the hydrants are being numbered and color coded and that the SCADA main computer and HMI has been moved into the new office. There being no questions Nolting made motion, seconded by Draine to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. Office Building:

a. Construction Progress: Discussed in Manager's report, above.

b. Furniture & Equipment: Martin has purchased four desks, a conference table and nine chairs for the office. He still requires some shelves, fire extinguishers, computer, cleaning supplies, trash baskets, shredder, and other items.

NEW BUSINESS:

1. Audience Comments: There were none.

There being on further business before the Board, 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