

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
February 19, 2019

The Board of Trustees of the Colonial Pine Hills Sanitary District met on February 19, 2019 at the Whispering Pines Fire Hall. President Mills called the meeting to order at 7:00 PM. All Trustees were present to include Edward Mills, President; Donald Nolting, Vice-President, Gerald Burdick, Trustee; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Michael Riker, System Operator; and Steve Burgad, Maintenance. The Audience consisted of Jeanette Mills.

AGENDA:

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

MINUTES:

Draine made motion, seconded by Rausch to approve the minutes of the January 15, 2019 minutes with minor grammatical corrections. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for January was presented. Martin reported normal revenue and expenses for a winter month. There were no questions or comments. 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 January was presented. He said the Contractor had come and made repairs to the cosmetic cracks in the garage wall edges. A resealing was necessary. He mentioned that Steve has completed the cleaning and painting of the water pipes in the Croyle II and Nonanna well houses and he is almost complete in the Conifer well. Martin reported he has a meeting with the Kamstrup metering representative on February 21<sup>st</sup> to see what that system is like and what it would cost to convert when we want to do radio reads. He also reminded the Board that the current property tax assessment opt-out will expire in 2021 so we need to be thinking in that direction. He fielded a couple of questions pertaining to the GPS locator he suggested we might purchase from the last meeting. He is still researching that. There being no further discussion Rausch made a motion, seconded by Nolting, to approve the report. The motion passed by voice vote.

OPERATOR'S REPORT:

Mike Riker made the Operator's Report. He stated the well production for the month of January and the first thirteen days of February. All the wells are running normally. He mentioned that Steve is still working on cleaning and painting the pipes in the well houses and will be cleaning and painting the floors of those as well. There being no questions Burdick made motion, seconded by Rausch to accept the Operator's report. The motion passed by unanimous voice vote.

## OLD BUSINESS:

1. Isolation Valve Plan Update: In December the Board made the decision to purchase the pieces parts for the valve installation project directly and not have the contractor bid this. On January 17<sup>th</sup> Northwest Pipe Fittings released a quotation for the parts (10 valves and associated pieces) for a total of \$7,941.00. Since this quotation would expire before the February meeting an email vote was taken to allow the purchase of the parts. The email vote was unanimous. However, Martin wished to have this vote in the minutes in order to protect himself and Riker so President Mills called for a motion to approve this purchase. Rausch made motion, seconded by Draine, to purchase the materials at Northwest Pipe Fitting at the price quoted on the January 17<sup>th</sup> quotation. The motion passed by unanimous voice vote. At this time Riker presented the construction quotations from the responding companies. This would be the contract for the installation of the valves and other hardware. Received were quotations from three contractors: RCS Construction for \$17,950, Dan's Ditching for \$23,550 and Mainline Contracting for \$38,500. After much discussion by the Board concerning the pros and cons of each bid, Burdick made a motion to accept the low bid from RCS Construction, seconded by Rausch. The motion passed by unanimous voice vote.
2. City Sewer Agreement: Martin presented the latest draft proposal from the City. There were two sections that did not meet the Board's approval. Section eight contains a provision that the District will inform the City in writing each time the District wishes to annex new areas into the District. Based on the potential areas for annexation the City is not in a position to serve those areas so this requirement would be moot. It should be restated that should the City have service to an area or a future plan for service then the District should give notice but otherwise not. And Section ten states that the City will take over the septic system inspection and permitting within the entire District on July 1, 2019. This is totally non-acceptable. Mills suggested we have another face to face meeting with the City and discuss these two items.

## NEW BUSINESS:

1. Employee Handbook. Martin presented a revised handbook for employees. After discussion it was the consensus that the entire section pertaining to firearms at work should be eliminated from the final document. Then Nolting made motion to approve the handbook with the changes. Burdick made second. The motion passed by voice vote.
2. Audience Comments: There were none.
3. Executive Session (Employee/Legal Matters):

At 7:40 PM Burdick made motion, seconded by Rausch, to move into Executive for the discussion of employee question.

At 7:45 PM the Board moved back into Open Session.

There being on further business Rausch, at 7:46 pm, made motion, seconded by Draine to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk