

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
July 16, 2019

The Board of Trustees of the Colonial Pine Hills Sanitary District met on July 16, 2019 at the Whispering Pines Fire Hall. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Donald Nolting, Vice-President, Gerald Burdick, Trustee; Peter Rausch, Trustee; and LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Steve Burgad, Maintenance; and Michael Riker, System Operator. The Audience consisted of Jeanette Mills.

AGENDA:

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

MINUTES:

Rausch made motion, seconded by Nolting to approve the minutes of the June 18, 2019 minutes as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for June was given. Martin reported that although expenses are down when compared with last year, so are revenues. We have collected some \$7,000 less in water sales due to the wet and cool summer. This is not a concern as this time but we need to sell some more water. With no other discussion or comments, Nolting motioned to approve the financial report with Draine adding the second. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of June was presented. Martin reported that the isolation valve project contract that was awarded to RCS Construction has been completed. The total cost was \$21,627.58. This figure included the repair of two service line leaks discovered during the project. It also reflected a reduction of three valves from the ten originally specified because of not being able to locate a pipeline or that the pipeline was under an asphalted roadway. We still have landscape repair to do at five spots that were worked but all these are too wet to bring in equipment. We are waiting until the rain stops before we begin the cleanup. The Conifer well is now back in service after the lightning strike that destroyed the submerged pump motor. The motor was changed and our insurance carrier is going to reimburse us the entire repair amount less the \$1,000 deductible. We read meters a week later than normal in early July since our meter readers were not available for the normal weekend. The billing statements did go out at the proper time. Martin reminded the Board that we had a Workman Compensation Insurance Audit back in April. We were given several recommended suggestions to make. Those have all been done. They were mainly concerned about our Confined Spaces and to develop a safe method to work in these areas. As a result, we have purchased a rescue tripod and hoist, a personnel harness, an air mover and duct system and a hazardous gas air monitor. At this

point a discussion was had concerning the confined space program. We will be developing a checklist to follow each time we are required to enter a confined space along with the safety items associated. We will also have a safety briefing to discuss the proper use of the equipment we have purchased. We will purchase signs warning of the confined space and that a permit is required to enter. We also talked about a chlorine gas monitor and alarm for our chemical storage and injection pump areas. Martin is going to research this and decide if it is feasible to hook this up to our SCADA system. There being no further discussion Rausch made a motion, seconded by Draine, 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 June and the first ten days of July. Water usage is increasing as expected with the Summer. All the wells are running normally now that the Conifer well is back on line after it's pump motor replacement. He reported that the PLC batteries at the Conifer well had failed. These batteries are built into the logic board and will hold the program when there is a power outage. The Conifer had to be reprogrammed and all batteries in our SCADA system have been replaced. Riker mentioned the discovery of a small leak in the south side of the storage tank. He recommended making a repair the next time we have the tank cleaned. Martin was tasked to find out when the last cleaning was done. There being no questions Nolting made motion, seconded by Burdick to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. Isolation Valve Plan Update: Discussed during the Managers and Operators report. This project is complete and does not require further discussion.
2. City Sewer Agreement: There has been no information forthcoming since our last meeting. The Attorney was not scheduled to attend tonight.
3. Okpealuk Court Pipeline Extension Proposal: In April it was suggested that we redo the pipeline and water services for the four homes on this cul-de-sac because of the number of repairs we have done here over the past two years. Our discussion included extending the current four-inch pipeline several feet to the west of the edge of the cul-de-sac, installing a fire hydrant and isolation valve, the installation of new tapping saddles on the pipeline, new residential service lines to four new curb stop shut-off valve. We asked for cost estimates from RCS Construction and from Dan's Ditching. RCS submitted their estimate at \$18,971.06. Dan's Ditching submitted a total cost of \$15,100. We are estimating the materials cost for this project to be \$5,757.75 from Northwest Pipe Fittings and an undetermined asphalt repair amount at the end of the project. It was then asked if we have the financial ability to take on this project. Martin said he has done a cash flow projection thru the end of the year and says we have the money available, but warned that revenue is down because of the weather and if we have any serious problems, that cash flow may be tight. After additional discussion, Burdick made a motion to authorize Dan's Ditching to begin this project as they can put it on their schedule. The motion was seconded by Rausch. The motion passed by unanimous voice vote.

NEW BUSINESS:

1. Financial Contingency Plan: Martin spoke of the weather and the lack of revenue. He suggested that he be authorized to develop a rate structure increase plan that can be adopted at a future point where cash flow becomes critical. This is not planned rate change, but only a contingency that can be adopted if absolutely required. He reminded the Board that SRF I will be completely paid in December of 2022 and this will release \$44,000 to be available as we wish. We also will be renewing our property tax opt out in 2020 and can make changes there if required. After discussion Nolting made a motion to have Martin develop a rate increase contingency plan to have in case of an emergency. The motion was seconded by Rausch. After additional discussion the motion passed by unanimous voice vote.
2. Audience Comments: There were none.
3. Executive Session (Employee/Legal Matters):

At 8:16 PM there being on further business Mills reminded the Board that we would again meet on August 20, 2019 and asked for a motion to adjourn. Burdick made such motion, seconded by Draine. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin
Manager/Clerk