

MINUTES OF THE
COLONIAL PINE HILLS SANITARY DISTRICT
November 15, 2022

The Board of Trustees of the Colonial Pine Hills Sanitary District met on November 15, 2022 at the CPHSD Office Building. President Mills called the meeting to order at 7:00 PM. Trustees present included Edward Mills, President; Don Nolting, Vice President; Ron Colerick, Trustee; and LeRoy Draine, Trustee. Peter Rausch, Trustee; was absent with approval. Present also were Jim Martin, Manager; and Steve Burgad, Maintenance.

AGENDA:

Nolting made motion, seconded by Draine to approve tonight's agenda without change. The motion passed with a unanimous voice vote.

MINUTES:

Draine made motion to approve the minutes of October 18, 2022 as written. A second was given by Nolting. The motion passed with a unanimous voice vote.

FINANCIAL REPORT:

The financial report for October was presented. Mills opened the floor for discussion and/or comments. Martin, responding to a question, stated that deposits made in October were from billing statements for September. Deposits are always revenue earned in the month previous. There were no other comments. Nolting made motion, seconded by Draine to approve the financial report. It passed by unanimous voice vote.

MANAGER'S REPORT:

Martin reported we now have 374 Kamstrup Radio Read water meters installed. 55 additional meters have been ordered and 53 received. The 53 have been paid for and the other two will be paid in December. This order will complete the project.

We have four asphalt repairs to do and Simon has been contracted to complete those, hopefully by the end of the season.

He reported that a turn signal kit has been installed on the Polaris, along with new tires. These have eliminated two safety hazards.

There being no further discussion Draine made a motion, seconded by Nolting to approve the Manager's report. The motion passed by unanimous voice vote.

OPERATOR'S REPORT:

The Operator's report was presented. All systems are operating normally. There being no questions Nolting made motion, seconded by Colerick to accept the Operator's report. The motion passed by unanimous voice vote.

OLD BUSINESS:

1. FY2023 Budget Discussion: The draft budget was presented last month. The only discussion revolved around inflation and what it will do with the budget. Trustee Colerick suggested that the five percent rate increase did not match the current and projected inflation rate for 2022 and 2023. A lengthy discussion ensued. Eventually, Martin made a comment that, along with the proposed rate increase, the SRF I Loan will be paid off in December of this year and will release over \$44,000 that will be no longer marked against an expense. Colerick said that money could not be counted on because it would be spent on other capital items. Martin said he was concerned about raising rates and paying off a loan and how this would be accepted by the customers. After some additional discussion, Nolting made motion to approve the budget as written. Colerick made the second. The motion passed by unanimous voice vote.
2. Trustee Election: Martin stated that the Trustee election is set for January 3, 2023 beginning at 8:00 AM at the Office Building. There is information posted on our website and we have printed two notices in the Journal. Petitions are required and can be picked up at the Office.

NEW BUSINESS:

1. Job Descriptions. Three job descriptions, Jim, Beth and Tristin, are up for review and approval. Job descriptions are to be reviewed annually. There were no comments made concerning Beth and Tristin. Trustee Draine was concerned that Jim's description did not go far enough pertaining to the operation's side. A lengthy discussion followed. Draine is of the opinion that the Manager should be a certified system operator, in addition to the System Operator, (currently Mike Riker). Trustee Nolting interjected that we were approving the job description for the current employee, but not for some future employee and suggested that this subject be revisited for the next hiring of a manager. Colerick made motion to approve all three job descriptions as written with Nolting providing the second. The motion passed with Colerick and Nolting voting Yes and Draine Abstaining.

AUDIENCE COMMENTS:

No Comments were made.

At 8.10 PM, there being no further business for the Board, Mills stated the Board would again meet on December 20, 2022 and asked for a motion to adjourn. Draine made motion, seconded by Nolting, to adjourn the meeting. The motion passed by voice vote.

Respectfully submitted,
Jim Martin, Manager/Clerk