

MINUTES OF THE  
COLONIAL PINE HILLS SANITARY DISTRICT  
November 20, 2018

The Board of Trustees of the Colonial Pine Hills Sanitary District met on November 20, 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; and Gerald Burdick, Trustee. Absent was LeRoy Draine, Trustee. Present also were Jim Martin, Manager; Michael Riker, System Operator; Talbot Wiczorek, Legal Counsel; and Steve Burgad, Maintenance. In the Audience were Jeannette Mills & Ron Colerick.

AGENDA:

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

MINUTES:

Burdick made motion, seconded by Rausch to approve the minutes of the October 16, 2018 meeting as written. Motion passed with unanimous voice vote.

FINANCIAL REPORT:

The Financial Report for October was presented. Martin reported that water sales revenue is down about \$22,706 from this time last year due to the unusually wet summer. Revenue deposited in October was slightly above normal for October and November revenue is expected to be normal. Expenses in October were near normal ending the month with an \$18,000 surplus. We have one loan payment in November and three in December. There were no questions or other comments and Nolting made motion to approve the financial report, seconded by Burdick. It passed by unanimous voice vote.

MANAGER'S REPORT:

The Manager's report for the month of October was presented. Martin reported that B&H Asphalt completed the two patch repairs yesterday. They were on Albertta Drive and Okpealuk Court. The cost \$3,904.09 for the two. Martin said that Burgad has complete repairs on the sinking risers on the Croyle II settling tanks. This improved the looks of the back yard area. He also mentioned he is moving the archived financial and other records from the storage shed to the office and he is going through them to keep the information required by the retention schedule and destroying the rest. He has completed four years worth. He has mailed out trustee election postcards to all residents and the election, if necessary, will be held on January 8<sup>th</sup> in the new office building. He has completed the FY2019 Budget proposal and it will be reviewed at the November 20<sup>th</sup> meeting. There being no further discussion Burdick made a motion, seconded by Rausch, 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 October and the first 14 days in November. Both are down considerably from the summer and

are about normal for this time of year. All sampling has been completed. All the wells are running normally. He reported that two curb stops on Alberta were very hard to operate. Dan's Ditching came out to replace them but found, after excavation, that the valve boxes that sit on top of the valve had shifted and was causing the tight turning. Dan's resealed the boxes and this took care of the problem. There being no questions Nolting 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: Riker presented a valve replacement plan to the Board. It is well written and covers ten valves for the beginning. After a lengthy discussion Burdick made motion, seconded by Rausch, to have Riker modify his plan into two parts; priority valves and non-priority valves, and run the plan by the excavator to price the project. After additional discussion the motion passed by unanimous voice vote. Riker will get a price estimate before proceeding with a completion date on April 1, 2019 for the priority valves.
2. City Sewer Agreement: Attorney Wieczorek gave an update on the agreement. With the change within the City Public Works Department we are basically where we began. The City wants to have some control over the septic systems within the District and our position is hands-off to them. We want to determine the status on the 22 acres behind the Corner Pantry so we can work that whenever that land is developed. Our septic systems are another issue and should be discussed separately, if at all. It was again suggested that a meeting be set up with the key players from the City and the District. We have not had a formal meeting for more than a year.

#### NEW BUSINESS:

1. Job Description Review: This was continued to the January 2019 meeting when all Trustees and the Attorney can be present.
2. Trustee Election Superintendent: Burdick made motion, seconded by Rausch, to appoint Martin as Trustee Election Superintendent and have President Mills sign the Resolution making that appointment. The motion passed by unanimous voice vote.
3. FY2019 Budget Proposal: The formal 2019 budget was presented although the Trustees have had a copy for several weeks. Discussion was opened and Nolting asked about the Business phone being blank. Martin stated that when the business phone and the telemetry system were moved to the new office building Century Link combined the two into a single billing with the telemetry system as the primary account number. The business phone expense is included in the telemetry phone line item. Nolting also had a question on the Trustee fee line and an adjustment for that line was made. There were no other questions or discussion. Burdick made motion, seconded by Rausch, to approve the FY2019 Budget as written with the one change in the Trustee Expense line item. The motion was passed by unanimous voice vote.
4. Audience Comments: There were none.
5. Executive Session (Employee/Legal Matters): Not required this meeting.

There being on further business Rausch, at 8:08 pm, made motion, seconded by Nolting to adjourn the meeting. The motion passed by unanimous voice vote.

Respectfully,

Jim Martin  
Manager/Clerk