

**MEETING MINUTES
ACADEMY WATER AND SANITATION DISTRICT
February 21, 2024**

All participation in this public meeting, including public participation, in conformance with state orders, until further notice.

This meeting is being held via SKYPE. For sign on please go to AWSO website.

ATTENDEES VIA SKYPE:

(X) Steve Callicott	President
(X) Brian Houghtaling	Treasurer
(X) Loring Wirbel	Secretary
(X) Ronald Curry	Director/Webmaster
(X) Linnea Knoerzer	Member
(X) Christina Cole	Ops Manager
(X) Albert Hook	Customer

CALL TO ORDER:

MINUTES Ron proposes to be accepted as written, Brian seconds it. **APPROVED** unanimously.

REPORTS:

SECRETARY: Nothing to report

TREASURER: No budget tracking, since only one month of actual. But operating expenses are high, in maintenance and utilities. Reason is these are bills that came in late in 2023, and will be accrued into 2023. Financial report from our firm is on a cash basis, but the auditing company uses accrued, based on when money actually utilized.

BANK ACCOUNTS:

	<u>December 2023</u>	<u>January 2024</u>
Checking: US Bank	\$ 155,745.66	\$ 168,763.43
Colotrust: Water	\$ 269,211.14	\$ 270,480.82
Colotrust: Wastewater	\$ 609,375.00	\$ 612,248.99

OPERATIONS AND MANAGEMENT:

. Operations Monthly Report

Jan 17 -Meter Reading prep began, sat down with Steve for training.

Jan 19- Customer with zero reads for the past 2 months called to notify us. Talked to him on the phone, looks like his meter has stopped working and we will replace it with a Neptune meter.

Jan 22 -Cheri and Sue completed all monthly reads.

Jan 24- District truck received oil change and once-over.

Jan 25 - Meter read data submitted to Ginger (Hoover).

Jan 25 - Will (Semocor) sent an update that well 1 pump was not working at all and well 2 capacitors were having issues again. He arranged a pump company (Barnhart) to take a look.

Jan 26- Filter media for rehab project shipped.

Monday, Jan 29 & Tuesday, Jan 30- Power bump throughout district, Booster station and plant recovered fine but lift station lost a leg of power. Mountain View Electric got the leg back up but pump panel in lift station was not receiving power. The emergency overflow pond began filling once the wet well reached 9 ft. After an electrician looked at the outside panels, he noticed vandalism which caused the safety switch to be broken and power could not be restored to the lift station. He was able to resolve the issue but work must be done on the panel switch gear (work completed Feb 15). The emergency overflow pond reached 1.5 feet but the pumps drained it out once they were up and running again. Further cleaning of the pond may be required.

Jan 31- Contacted a customer with significantly higher water usage in the past month than previous months. He was able to check his daily water usage on an app connected to a home water filtration system, and noticed it had occurred while he was away and house sitters were at his home. Water usage is back to normal and there is no concern for a leak.

Feb 1- Reached out to Will with Semocor about scheduling hydrant flushing and sewer line cleaning for this year.

Update Feb 7: Semocor has this scheduled for the third week of March weather permitting.

Feb 1- Locate request, no effect to AWSD utilities.

Feb 3 - Booster station Comms Loss, Steve reset.

Feb 6 - Received notification that Becky Drive is scheduled for re-paving this year by the county, 1 Semocor has been contacted to make arrangements for protecting man hole covers.

Feb 6 - Locate request, no effect to AWSD utilities.

Feb 7 - Created spreadsheet for priority meter replacements on "AWSD Water Meter Data" google sheet. This is based on meters that have stopped functioning and Badger meters that are hard for the meter readers to access.

Feb 9 - Met with Clark from Core & Main and Matt Fischer at the water plant to go through our shed which contained supplies for break repairs. Updated our inventory list and waiting for a new quote. Received new quote and shared with board on Feb 13. Matt also selected "priority" items on the list.

Feb 13- Final read for 1080 Pleasant view.

Feb 13- Responded to emergency locate request: First called contractor doing work on gas line, no interference with AWSD utilities.

Feb 13- Semocor on site at wells with Barnhart Pump Company to look at pumps and get a quote for work to be done. Estimate received for work on wells 1 & 3

Feb 14 - Steve approved work.

Feb 14- Went to 1365 Spring Valley Dr with Steve to investigate water meter issues. Turns out the actual meter is not registering any flow. Will contact a plumber to install a new meter and neptune transmitter.

Feb 14- Marked for a locate request at 1130 Tari Lane.

Feb 20 - Filter media for rehab project successfully delivered to water plant.

Feb 20 - Locate request received for paving on Becky Dr.

-Cheri & Sue will begin meter reading Feb 21. Prep work was completed last week.

Loring asked if power bump was related to vandalism Jan. 29-30. MVEA had a phase drop out, and we lost power. But it was then noted that attempt to break into lock, lockout switch was damaged. Electrician thought it might have happened many months before.

OLD BUSINESS:

- GIS Mapping Status – No update, hopefully spring weather will lead to advances.
- Filter Project – This week we received silica sand, garnet sand, and activated carbon, each on pallets. Trucker put pallets on driveway, had to be moved to plant with forklift. We have received quotes that are more than originally estimated.
- Generator Project – Nothing new on this one.
- Abandoned Lift Station on Tari Place updates – NO update here.
- Schedules for hydrant flush and sewer-line cleaning – Hydrant flushing scheduled for third week of March if weather is good. Acoustic scope of sewer lines done by DRC is anticipated to be done in two days, then they would follow up on areas where there could be issues. Brian recommended an article in Risk Management Review on sewer backup management.
- Core and Main Grant Status – Application has been submitted, given a tracking number. Brian said there was some inconsistency between grant.gov and the actual issuing agency. Turned out the funding organization wanted many other forms, so they opened the process for another week to add the additional forms. Brian contacted GMS and was told we have submitted all correct forms, no re-submission necessary.
- Landscaping Bids—We currently use Elevate Landscapes. When they mow, they do a good job there. But a contract created in 2023 specified mowing from April to October, with a monthly \$900/month charge. But if they don't mow, we are still on the hook for \$900. Brian said we can stick with Elevate for a \$6,278 annual charge. Brian said he has searched for alternative landscapers, and will work with them to survey the land.

NEW BUSINESS:

- Disclosure of Board Member Conflict of Interest – No conflicts
- Storage Building was Newly Discovered – Insurance company says we are covered, but we want to review this. At water plant, coming down driveway, there is a shed to the left at 1651 Spring Valley Drive. This should all be reviewed to make sure it is covered. Building has material – pipes, fittings, etc. Christina conducted initial inventory, and the content may not be covered by insurance. Steve will work with Christina to come up with asset estimate, and add to insurance policy. Material is intended to allow work on line breaks without going to contractors.

- Got an estimate from Barnhart for \$1500-1600 to examine shallow-well pumps. Steve suggested we make this a priority. Brian said that the estimate is reasonable and within our budget. Ron said the pump problem may be why capacitors fried, so a detailed pump examination may be warranted. Steve will notify Will.
- Ron asked about paving of Becky Drive, and having to get more rings. Steve said there is no timeline, but it will be in 2024. Steve is working with Will to make sure there are enough rings for manhole covers, as these insure manhole covers are high enough after road grading.
- Albert asked about the Tari Drive section that is supposed to be redone. It is deteriorating. Full work cannot begin until temperatures rise, but Christina will check on this.
- **EXECUTIVE SESSION** to discuss personnel issues – Session called at **6:50 p.m.** Left executive session at **6:54.**
- Ron moves that we approve an increase in the Operations Manager's salary by \$2.00 an hour, effective Feb. 22. Motion **APPROVED** unanimously. Steve will notify Christina and Ginger.
- And any other issues pertaining to district operations.

ADJOURNMENT: 6:57 p.m.