

MINUTES
ACADEMY WATER AND SANITATION DISTRICT
October 16, 2024
<https://www.academywsdco.gov/>

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 AWSD website.

ATTENDEES VIA SKYPE:

| | |
|-----------------------|--------------------|
| (X) Steve Callicott | President |
| (X) Linnea Knoerzer | Vice President |
| (X) Brian Houghtaling | Treasurer |
| (X) Loring Wirbel | Secretary |
| (X) Ronald Curry | Director/Webmaster |
| (X) Christina Cole | Ops Manager |

CALL TO ORDER: Convened 6:00 p.m.

MINUTES: Monthly minutes and Special Meeting Minutes, Review and approval of both. Ron moves to approve regular meeting and special meeting minutes. Seconded by Linnea, approved by board.

REPORTS:

SECRETARY: Nothing except trip Nov. 19-29, will do best to connect.

TREASURER:

BANK ACCOUNTS:

| | <u>August 2024</u> | <u>September 2024</u> |
|-----------------------|--------------------|-----------------------|
| Checking: US Bank | \$ 87,083.65 | \$ 115,746.76 |
| Colotrust: Water | \$ 381,107.65 | \$ 382,756.70 |
| Colotrust: Wastewater | \$ 713,788.63 | \$ 716,877.18 |

Brian sent out the 2.0 proposed budget, with actual tracking for 2024. Allocation of expenses recommended by Semocor may change. Proposed 1.0 budget was sent out Oct. 10, change since then is Donala communicated an increase in fees for 2025. The board will need to consider increasing fees to cover this and other additional cost increases. Discussing filter refurbishment work, the original quotes have increased due to bonding fees. Brian will review the impact for the 2025 budget, but does not expect any major impact. Steve asked to walk through items in the budget offline. Ron suggests we look seriously at an annual increase per year would be prudent. Steve explained how he and Brian discuss line items offline, using the two filters being planned as an example. (Attorney asked us to add addendum for the contracts with Barnard Structures and USG Water.) We are also going through discussions on generator project. Nothing more on display panel.

Brian said that other increases are based on accounting and billing rate increases. Semocor information may require discussing with Steve, and then with Sarah and Will on their increases. Other

increases are historically small – so far. Still must consider using the reserve for potentially getting new truck, though it may not need to be tracked as line item.

OPERATIONS AND MANAGEMENT:

. Operations Report

Sep 20 - Locksmith worked on Water Plant door lock, has been fixed with same key. Lift Station door was partially worked on, different parts are needed so the Locksmith will return.

Sep 23 - September meter reading began.

Sep 26 - Final September meter reads were sent to Ginger. One Neptune meter could not be read, have scheduled to take a look at meter in person next week.

Sep 26 - Locksmith completed repair of Lift Station door.

*Oct 16 - There are still issues with lock that will need to be looked at again.

Sep 27 - Our new Neptune Supplier, Ferguson Waterworks, contacted me. We discussed the Well # 2 meter. They have the correct meter and will prepare to ship it once our account is set up.

Oct 2 - Visited the home as mentioned on Sep 26 with the broken Neptune meter, along with Ron and Steve. We replaced the meter transmitter and it was successfully transmitting.

Oct 2 - Met with Eugene Wade from U.S. Department of Homeland Security at the Water Plant with Ron and Steve to discuss security and cyber security at the water plant, lift station and booster station. This is a free site visit paid for by the state to ensure we have been given recommendations for securing our system. Eugene will send over his recommendations shortly. *Steve said that Wade meeting came to conclusion with a dozen line items for improving physical security.*

Oct 4 - Received notice from Donala Water and Sanitation that the rate will be increasing from \$44.45 to \$46.16 on March 1, 2025.

Oct 7 - Received new Neptune meter transmitter from Core & Main, the warranty replacement from the meter transmitter that stopped working.

Oct 9 - Booster station comms loss, reset and restored.

Oct 9 - Created an Inventory Tracker to keep track of our supplies and inventory and to update when an item is used.

Oct 9 - Had a Zoom meeting with TextMyGov (along with Ron and Steve) - a company proposing their communication product, which allows the sending of mass notifications and alerts to residents, as well as residents being able to text/email questions and receive automated guidance. No decision has been made to go ahead with them yet. *Ron and Steve met with TMG, Ron thinks it's a "nice little widget," but is costly, but we don't really need to have it.*

Oct 9 - Shipped the broken Neptune meter transmitter back to Neptune.

Oct 13 - Booster Comms loss, reset and restored.

Oct 14 - Received high flow/ low pressure alarms from the Booster station, due to fire department performing training exercises. As we had not received a heads-up about the exercises, Ron will be getting a sign made to place on the hydrant they use for training with phone numbers they can call to notify the district before beginning training.

Oct 15 - Received an update from Timber Line Electric & Controls about the new Donala meter we requested be installed. They reviewed a video I had sent of the inside of the manhole to see what they would be working with. They cannot install the type of meter we are requesting until structural changes are made in the manhole. As of now I am considering what options we have and which direction to take.

Oct 15 - Posted a copy of the 2025 Proposed Budget 1.0 at the water plant. *Christina said the manhole at the edge of district has a meter that does not work well for the application – goal was to look for ultrasonic reader. Timberline wants flume or weir instead of an open pipe. Steve said Donala has a responsibility here in specifying meter that did not work for this.*

Oct 15 - Sump pump and Booster station comms loss, reset and restored.

There were 14 locate requests since the last meeting.

OLD BUSINESS:

- GIS Mapping Status – No real progress, ongoing.
- Mountain Peak Controls – Status of SCADA Display Panels Contract – MP gave us quote, then provided clarity. We said let's move with display panel for 2024.
- Filter Project – Status of New Contract – One filter for 2024, another for 2025.
- Generator Project – No updates
- November Budget Meeting – Preparations – expect to see customer involvement
Notice of rate/budget review posted 10/04/24
Copy of draft budget posted Oct. 15 at 1755 Spring Valley Drive

NEW BUSINESS:

- Disclosure of Board Member Conflict of Interest
- TextMyGov – No action
- Replacement meter reading tablet – Tried to deliver a tablet to replace one with a crack in it. They don't make the same one, but replacement partially under warranty. Delivered to plant with no notification it would arrive. Finally resolved on 10/16, being shipped to Steve's house.
- And any other issues pertaining to district operations – Brian mentioned that we have a contract for plowing, they will plow any time 3" of snow or more.
- Linnea asked about delinquent payments, as of last month we had \$6700 in past-dues. Ron suggests hardening the rules and regulations.
- Steve suggested we consider increase in water rates for next year.

ADJOURNMENT: Adjourned at 7:02 p.m.