

**MEETING MINUTES**  
**ACADEMY WATER AND SANITATION DISTRICT**  
**January 17, 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 AWSD 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	Operations Manager
(X) Albert Hook	Guest

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

**MINUTES** Move to approve December minutes. Approved unanimously.

**REPORTS:**

**SECRETARY:** No issues to report. Many thanks to substitute for December.

**TREASURER:** Sent out budget tracker, look to be in great shape, with 2023 finished with expenses under budget and revenue over budget. Newer tracker includes Fisher Enterprises invoices for work done in 2023. New certification of tax levies filed on time – now it only needs to be incorporated into budget, and budget re-filed. Applied for WaterSmart grant (funds to finish AMI updates and radio to water meters). Total for grant is \$84,000, if approved, it would be half the amount, the rest to be funded by AWSD.

**BANK ACCOUNTS:**

	<u>November 2023</u>	<u>December 2023</u>
Checking: US Bank	\$ 165,335.63	\$ 155,745.66
Colotrust: Water	\$ 267,941.66	\$ 269,211.14
Colotrust: Wastewater	\$ 606,501.48	\$ 609,375.00

**OPERATIONS AND MANAGEMENT:**

. Operations Report

After my week off in December (17th-23rd) I began going through the office at the water plant. I have been visiting the plant 3-4 times a week, doing a bit more cleaning and organizing in the office each

time. I also made sure to visit the Booster station and Lift station weekly, my aim is to visit these locations at least once per week and the Plant 2-3 times per week under normal operating conditions.

Here is a timeline of the rest of the events that have happened in the past month:

Dec 27th-Met with Clark from Core and Main at the plant with Steve to meet each other and discuss getting an inventory of supplies at the water plant to have on hand for breaks and repairs.

Jan 2 -Received locate request, no action needed.

Jan 2-Power bump at booster station around 2 AM. When power restored, pumps alternated leads (as they normally do every night at midnight).

Jan 4- Locate request for 1345 Spring Water Dr. Met Steve at the location as we had to paint for this one, work being done on gas line. Marked the curb stop as well as around the hydrant and other valves.

Jan 4&5- Meter read at 1370 Stella Dr, property management still concerned about high usage. Usage seemed normal and gave property management readings. They haven't reached out again since.

Jan 5- Meter read at 1495 Spring Valley Dr. Jan 5- Wyatt at Semocor says Well #1 meter stopped recording usage. Looked into warranty and possibly replacing the meter on Well #3 with a Neptune meter as well.

Jan 8- Dan Richards who verifies our Well meters at the plant got in touch and said we are overdue for our November verifications. He only had Anthony's contact info and couldn't get a hold of us. He arranged with Semocor to come to the plant on Friday the 12th and verify a meter in the basement. He also sent over past meter verification documents.

Jan 8 - Clark from Core & Main got back with a quote for all the inventory supplies. Matt Fischer had provided a list of items our system should have on hand. I asked him to add some 1" tap supplies as well and he will get back with an adjusted quote.

Jan 8 - Zach from Core & Main confirmed that the Well # 1 meter that Wyatt said stopped recording usage is still under warranty. I want to look into the issue a bit more first before we order any new meters, as there is a bit of confusion about whether or not the meter is broken.

Jan 12 - Loss of Comms at Booster Station, it was reset.

Jan 12 - Dan Richards successfully verified the Well # 2 incoming flow meter in the basement of the water plant and sent over the verification documents. There is also some discussion going on with a plumber at Baxter's Plumbing to help install new home water meters.

Steve reported he has received a new receiver, backup for reading meters. (Last operations manager did not recharge receiver.) Ron said redundancy is important to avoid single-point failures. Steve said one of the shallow-well meters has problems, not sure if meter is broken. Christina said that one meter probably needs to be replaced, the other shallow well just has an electrical glitch.

#### **OLD BUSINESS:**

- **Update Budget Submission** – Brian said re-submission should include the certification of tax levies.
- **GIS Mapping Status** = Will keep on agenda, but snow is preventing progress
- **Filter Project** – GMS feels project is on track, no update on supplies, not expecting arrival of materials until February-March.
- **Generator Project** – Chart was provided on available options, which range from \$55K to \$100K.
- **Abandoned Lift Station on Tari Place updates** – No real update from GMS yet.

- **Schedules for hydrant flush and sewer-line cleaning** – Steve asked Christina to keep pushing on the company, realizing it is winter, but Christina can get idea of how often the cleaning is required.
- **Core and Main Grant Status** – Grant application was filed January 16, covering equipment and \$50 per meter for installation, with a total of \$84,000 (only \$42,000 expected from grant). Includes radio and antenna capability, as well as radio/AMI for well. Ron said it may be a good idea to talk to attorney about any TABOR restrictions. Brian said because it is capital spending, not likely to be affected by TABOR.
- **Update on Tari Drive repairs** – No asphalt repair until weather is warmer – above 50 degrees F for a certain period of time.

#### **NEW BUSINESS:**

- **Disclosure of Board Member Conflict of Interest** – None
- **Admin Resolution** – Ron walks through resolution (attached). Details on public posting, compensation for board members, where and when public meetings take place. After review, Ron proposed we pass, Loring seconded, passed unanimously. Resolution will be attached to minutes after signing by president and secretary.
- **Elevated Landscaping** – Brian will look for bids for landscaping, current landscaper is more than \$800 per month for what is essentially mowing and weed-whipping. Brian thinks a competitive bid may be a good idea.
- And any other issues pertaining to district operations

**ADJOURNMENT: 6:33 p.m.**