

**MINUTES**  
**ACADEMY WATER AND SANITATION DISTRICT**  
**November 20, 2024**

All participation in this public meeting, including public participation, is in conformance with state orders. 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:** Steve calls meeting to order at 6 p.m.

**MINUTES:** Ron moves to approve as written, Linnea seconds. Minutes approved.

**REPORTS:**

**SECRETARY:** Ron will be acting secretary for this meeting only, for taking care of signed documents this week. Loring on vacation this week.

**TREASURER:**

**BANK ACCOUNTS:**

	<u>September 2024</u>	<u>October 2024</u>
Checking: US Bank	\$ 115,956.76	\$ 135,801.41
Colotrust: Water	\$ 382,756.70	\$ 384,387.01
Colotrust: Wastewater	\$ 716,877.18	\$ 719,930.66

Brian said he will hold all issues until the formal budget portion. Through end of October, budget looked good. Elevate Landscaping was contracted to do snow plowing, but plowers had a hard time to keep ~~snow~~ the truck on road, the owner too had trouble. Elevate announced they will cancel just the snow plowing portion of the contract within the next 30 days (now at 20 days, since announcement was made 10 days ago). Ron ordered 20 roadside fiberglass poles to improve visibility at road's edge. Brian said that while that would be useful, the problem is the grade of the road itself.

**OPERATIONS AND MANAGEMENT:**

. Operations Report

Oct 19 - Booster station comms loss, reset & restored.

Oct 21 - Monthly meter reading began.

Oct 21 - Locksmith (Day Locks) repaired lift station door lock.

Oct 21 - Lift Station pumps received yearly service. Also found out from Semocor that the Booster station pumps received their yearly service 2 weeks ago.

Oct 24 - Received phone call from a customer (1350 Becky Dr) reporting sporadic low pressure in their home. I recommended they take a look at their water pressure regulator as it may need to be replaced.

Oct 24 - Received an emergency water shut off request for a home by a plumber. Semocor responded and got the water shut off for the repair.

Oct 25 - Booster station comms loss, reset & restored.

Oct 31 - Customer (1350 Becky Dr) with sporadic low pressure called again, they had replaced their water pressure regulator but were still getting low pressure. Their plumber said the water meter might be an issue so we replaced it on Nov 2, but it did not fix the low pressure.

Nov 4 - Customer phoned because of high water bill. Advised them to look around house for a leak, or a toilet running. I checked their usage over the past 2 weeks and it is back to normal.

Nov 4 - Met with Semocor at home of customer with low water pressure to exercise curb stop valve to see if that would help. Curb stop was missing a cover and was extremely compacted with dirt, the driveway asphalt will need to be cut to access for cleaning out. Fischer has been notified for this job.

Nov 6 - Booster station comms loss. Reset & Restored.

Nov 7 - New Neptune meter for well 2 arrived. Let Semocor know and they will schedule a time to install it.

Nov 11 - Customer with high water bill that I mentioned on Nov 4 called back to say the high water usage was due to a faulty sprinkler system valve. I have included a letter from them. n this report asking for any assistance with their bill.

Nov 14 - Fischer began work at 1350 Becky drive to clear out curb stop, found leak coming from curb stop. Main valves were shut on Becky for the repair and notices were sent out. By 7 pm, leak was fixed and water was restored to all homes. Fischer will come back to install a new curb box and refill hole.

Nov 14 - Semocor tried opening a hydrant during the leak repair but no water came out. Contacted Will to get this looked at.

Nov 14 - Semocor noticed a leak from a copper fitting at the water plant, since they do not repair copper I reached out to a plumber and they will be coming to fix it.

Nov 15 - Booster station comms loss. Reset & Restored.

Nov 19 - Booster station comms loss.

There were 17 locate requests since the last meeting.

November Meter reading will begin this Friday, Nov 22.

Ron mentioned we should be diligent at checking tax-exempt status in every invoice. Ron and Steve talked about customer who had high water bill, Ron said members of the board have had high bills. His monthly bill was above 60,000 gals., usually around 11,000 – about \$750 overage. Steve said we do not have a policy in place for forgiving billing, though Ginger can spread the bill out over several months. Steve mentioned that when customer has a leak he doesn't know about, that's one thing, they are given time to get it fixed. But we should consider changes in policies to address different levels of knowledge of what the leak is and where it exists. Christina mentioned the Becky Drive leak, where Fischer put a **new curb stop**, curb box and road-grade base in, and Steve put cones over the curb box.

#### **OLD BUSINESS:**

- GIS Mapping Status – No new updates
- Mountain Peak Controls – Status of SCADA Display Panels Contract – Notified Mountain Peak. Christina said Russ had been let into water plant to take a look at display.

- Filter Project – Status of New Contract – Issues with insurance piece of the agreement, USG Water has agreed to sign off with the coverage we expected. Possible sign-off on the insurance Nov. 21. In the filter, there are glass marble “pre-filters”. Steve asked for life span of the marbles, as they are quite expensive, \$30k, \$40k may be possible.
- Generator Project – We are looking at that for 2025 expense.

## NEW BUSINESS:

- Disclosure of Board Member Conflict of Interest
- **Steve calls for public meeting at 6:24 p.m., no outside participants in attendance. Steve announces that no changes for 2025 are anticipated.**
- Brian shared that there was a 6.1% increase in revenues, from \$780,300 in 2024 to an expected \$827,800 in 2025. Expenses are expected to increase by 7.0% from \$733,775 to \$785,488. Capital improvements will grow 15.8%, from \$355,000 in 2024 to \$410,974 in 2025. Brian added some interest increase in 2025. Loan rate covenant test is a formula that says revenue must exceed expenses by a certain amount to meet covenant to our lender. In 2024, this was a factor of 1.35, in 2025 will be factor of 1.32. It must not be less than 1.1, which gives confidence of meeting both day-to-day and future capital expenses.
- 2% changes in fees (as opposed to water rates) will make 2025 water fees \$27.80, and sanitation fees at \$134.07. Starting next year, there will be increases on water usage, using five tiers based on 4000-gal boundaries. Tier 1 will be \$0.1300, Tier 2 will be \$0.1400, Tier 3 will be \$0.1500, Tier 4 will be \$0.1600, and Tier 5 will be \$0.1700. Ron pointed out that many districts have higher water usage rates in the higher tiers, but some districts have lower water and sewage fees. Brian said that many differences in water districts are related to people in other neighborhoods watering their lawns.
- **Steve closes public meeting at 6:44 p.m.**
- RESOLUTION TO ADOPT 2025 BUDGET - The resolution to adopt was dated Oct. 10, since that was when Brian’s original went out. Ron moves that resolution be adopted, Loring seconds. Passed unanimously.
- RESOLUTION TO APPROPRIATE 2025 SUMS OF MONEY – Brian said this is a confirmation we will appropriate \$1,196,462 for 2025 outlays, including capital expenditures. Ron moved to approve, Linnea seconds. Passed unanimously.
- RESOLUTION TO SET 2025 MILL LEVIES - Brian said that part of revenue comes from mill levy of 2.937%, based on property tax, to indicate we should receive property tax revenue of \$37,233 from county or other tax authority. Ron corrected to show 20<sup>th</sup> day of November. Ron moves we approve mill levies, Loring seconds. Passed unanimously.
- RESOLUTION TO SET RATES AND FEES FOR 2025 – These are the numbers Brian presented in Water and Sanitation fees (2%), and 5 tiers of water usage. Ron suggests increasing tap fees, though the neighborhood is virtually built out. Ron suggests we change these to \$9,000/tap. Tap fees in other districts range from \$20,000 to \$48,000. Steve said the tap fee is solely to provide the right to join our water system, does not cover labor or materials to make the tap. Steve said

we need to limit the validity of the time to extend taps. Ron moves the resolution with modifications be approved, Linnea seconds. Brian pointed out that late fees of \$20 may not be with rules and regs. Ron said attorney had us take it out of rules and regs. Steve asks Brian to check with Ginger to align these amounts with what she is charging. Approved unanimously. Ron will assemble all resolutions into one PDF document and submit.

- Elections 2025 – All board members except for Ron are up for election next year – Steve, Brian, and Loring up for four-year term, Linnea up for two-year term. Ron would like to have Linnea help on preparing documents. Admin resolution in early 2025 to document Linnea selecting Ron as election official. Assuming no one else wants to join board, we will file documents to cancel election and elect by acclamation.

**EXECUTIVE SESSION - Called 7:24 p.m. to discuss personnel matters–**

~~Results of the executive session are that Stan “JR” Morgan will be offered an assistant manager position at \$25/hr with a four-month probation period. Christina will receive a raise to \$32/hr following maternity leave. Meter readers will be given annual bonuses of \$300 each.~~

**Executive session ends 7:41 p.m.**

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**ADJOURNMENT: Adjourned at 7:48 p.m.**