

**MEETING MINUTES
ACADEMY WATER AND SANITATION DISTRICT
June 19, 2024**

All participation in this public meeting, including public participation, is being held via SKYPE.
For sign on please go to AWSD website at <https://academywsd.colorado.gov>.

ATTENDEES VIA SKYPE:

(x) Steve Callicott President
(x) Linnea Knoerzer Vice President
(x) Brian Houghtaling Treasurer
() Loring Wirbel Secretary Excused absence
(x) Ronald Curry Director/Webmaster
(x) Christina Cole Ops Manager

Visitors

(x) Albert Hook

CALL TO ORDER: 6:00 p.m.

MINUTES: Ron presented a slightly modified minutes for the May meeting and made a motion that they be approved as revised. Brian seconded and the Directors unanimously approved the motion.

REPORTS:

SECRETARY: Nothing new to report.

TREASURER:

BANK ACCOUNTS:

	<u>April 2024</u>	<u>May 2024</u>
Checking: US Bank	\$ 129,060.06	\$ 146,300.77
Colotrust: Water	\$ 374,243.05	\$ 375,959.50
Colotrust: Wastewater	\$ 552,987.99	\$ 555,524.24

Issue with accrual of Fisher Enterprises making the budget look out of planned budget.

In June moving to an accrual basis – showing month in which we incur the expenses.

Brian met with accountants – spoke about reducing the complexity of accounting.

Brian thinks we can stop separating the Enterprises in accounting; moving to a single combined financial report. Waer, sewer, and management will be combined into a single report.

Audit has been delayed due to purchase of auditing firm. May have to file an extension.

We were denied the Water Smart grant. Brian scheduled a debriefing on how we could approve the next request. Brian will try to resubmit after we review quantifiable water loss.

OPERATIONS AND MANAGEMENT:

Operations Manager Monthly Report - June 2024

May 17 - Met with Donala at the flume, Ronny Wright (Donala) wanted to show us/ Semocor a possible problem that might arise when cleaning the meter.

May 17 - Received customer phone call at 9 am saying they required their water to be shut off due to a leak. I brought a valve key to the home but it was the wrong size, called Semocor and they had a valve key that fit and we were able to turn the water off for the repair.

May 17 - Ordered 4 more manhole grade rings in case they are needed during road repairs.

May 19 - Received several alarms around 7 am from Booster station and Lift station, caused by a power bump. Everything returned to normal function on its own.

May 20 - Meter reading completed. Completed 2 locate markings.

May 24 - Small power bump at booster station and lift station, everything returned to normal operations shortly.

May 29 - Collected final meter read for a home. Marked for a locate request. Received "overload fault" alarm of lift station pump 2B. Notified Will, Mark from Semocor went and fixed alarm.

May 30 - Installed 3 new Neptune meters with plumber.

June 4 - Collected final meter read for a home. Received an email from Mountain Peak Controls detailing more of the upgrades they plan on doing to the electrical panels at the water treatment plant. Forwarded to Ron and Steve.

June 7 - Met with plumber for another meter install that we weren't able to do the previous week (homeowners weren't home) they were not home again.

June 10 - Manhole rings were supposed to be delivered today, but due to an internal error some of the items weren't in stock so they will be delivered at a later date.

June 10 - Have been in contact with Henleys Key Service to repair the lift station lock, sent them photos on May 30 - sent them a follow up email. Update June 19 - No appointment has been scheduled yet. I will reach out to them again.

June 12 - Did some GIS tracking in the district - will do small sections at a time. Also watched Booster station pumps – Semocor will schedule service middle of year.

OLD BUSINESS:

- GIS Mapping Status: Operations Manager is working on identifying locations.
- Status of Storage Building and Its Insurance Coverage: this item is closed.
- Status of Shallow-Well Pump Project: this action is closed.
- Filter Project: still struggling with a contractor to provide an acceptable estimate. May get better estimates in the Fall.
- Generator Project: Generac Sales rep is asking for on site visit.
- Schedules for hydrant flush and sewer line cleaning: No update.

- Core and Main Grant Status: discussed in Treasurer’s update. Closed item.
- Mountain Peak Control Estimate: Open item. Christina will work to determine benefit vs cost.
- ADA Compliance
 - We received an accessibility report through our attorney for the District’s website. Although it says “fail”, the website is actually 94% compliant. The biggest issue seems to be how “headers” are identified on pages.
 - Ron has attempted to resolve some of the compliance errors, but it is beyond his technical expertise.
 - Steve and Ron have gone through two online sessions with Streamline where they presented how they could provide ADA compliance website
 - This would involve a \$500 fee to migrate the website to a new platform, a change in the website address (possibly to <https://academywsd.gov>), and a \$140/month maintenance fee.
 - They guaranty ADA compliance and would take care of State required reporting
 - Directors have been copied on emails to the attorney regarding our desire to contract with Streamline.
 - After discussion, Ron made the motion that the president and or vice-president be authorized to sign a contract with Streamline with the fees described above. Motion seconded by Linnea. Unanimously approved by the Directors. Customer Albert Hook, who is technically qualified will take a look at our website.

NEW BUSINESS:

- Disclosure of Board Member Conflict of Interest
- Insurance Claim due to driveway water damage settled. The insurance adjuster and insurance company settled the claim due to driveway water damage at 919 Tari Drive.
- And any other issues pertaining to district operations

ADJOURNMENT: 7:03pm

Attachments:

AWSD 2024 Budget Tracker
 ACA May Financials
 May General Ledger Detail Report
 Payroll Check History Rep[ort