

**MINUTES**  
**ACADEMY WATER AND SANITATION DISTRICT**  
**January 15, 2025**

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) Stan "JR" Morgan      Asst. Ops Manager

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

**MINUTES:** Ron moves to approve December minutes. Linnea seconds. Minutes approved unanimously,

**REPORTS:**

**SECRETARY:** Nothing to report.

**TREASURER:**

**BANK ACCOUNTS:**

	<u>November 2024</u>	<u>December 2024</u>
Checking: US Bank	\$ 182,097.18	\$ 168,353.48
Colotrust: Water	\$ 385,923.52	\$ 387,464.63
Colotrust: Wastewater	\$ 655,153.32	\$ 657,769.57

Brian said revenue was about \$100k more than budgeted, while expenses were \$139,000 less than budgeted. When Brian gets back, he will examine capital improvement expenditures for FY2024, since we spent less in 2024 but may want to spend more in 2025. We can't spend more than \$500k in 2025 right now, but we may end up having to do so.

**OPERATIONS AND MANAGEMENT:**

**Monthly Operations Report**

- . Dec 23 - Meter readers collected all monthly reads.
- Dec 23 - Spoke with Paul from Pronghorn Systems on the phone to set up Tosibox Key on the new laptop. He also reset the existing key on the old laptop, so password prompt would show up again.
- Dec 26 - Reviewed meter readings. One home Neptune meter sending error message, will schedule a time to replace meter register.
- Dec 27 - Completed meter review and sent final reads to Ginger.
- Dec 31 - Reset communications loss at booster station.
- Jan 1 - An overload fault alarm was received during the night for lift station pump 1B. Regular operation of the pumps was interrupted, and a high level in the wet well

was discovered in the morning. Semocor went to check on the pumps, they suspect pump 1B was clogged. They got the other pumps running to pump down the wet well, and the pumps began operation on auto again. Will from Semocor is getting Charlie with Advanced mechanical out tomorrow to look at pump 1B.

Jan 2 - Lift station pumps are operating as normal.

Jan 3 - Barnard is back at the water plant to continue work on filter rehab project – they began switching out valves.

Jan 8 - Painting crew began work on site at the water plant for the filter rehab project.

Jan 8 - Delivery of filter beads is confirmed to be on Wed, Jan 15.

We have had 7 locate requests since the last board meeting. Semocor is doing a planned shut off at a home on Monday, Jan 13 for a plumbing repair. Today (Jan 10) is my last day before my maternity leave so any other updates will come from Jr/Ron/Steve.

#### **OLD BUSINESS:**

- GIS Mapping Status – No positive progress here. Steve wants to bring JR up to speed on locating manhole covers, valves, and curb stops. On Jan. 15, we visited customer who was going to have Neptune meter installed, but we could not identify where curb stop is, and there are valves on either side of Badger meter that are leaking. High priority in identifying curb stop location. There are at least 30 locations where we don't know where curb stops are.
- Mountain Peak Controls – Status of SCADA Display Panels Contract – They have updated part of the display panel, have not heard when they will come out to finish job. MPC sent bill for panel, but there will be more elements to capital project for FY2025. Mission Communication System monitors SCADA, and JR noticed it is indicating battery backup low voltage. Will thought it was in water treatment plant, and Steve found it in the control wall, will replace the battery.
- Filter Project – Status of New Contract – Steve sent out first pay request from Barnard. Received bead material on Jan. 15, Barnard came out with skid-steer and moved to driveway. Does board approve payment to Barnard of \$39,628.68. No dissension from board, Steve will sign off, but it will fall under 2025 budget. Barnard's request for payment was \$41,714.40, of which GMS retained 5%, or \$2,085.72, until job is completed. Brian said moving this payment into FY2025 is not difficult, but will require amendment to budget.  
Will got Semocor out to shut pumps so that he could change out two valves in the filter. The paint crew hired by USG Water came out to try and do sand-blasting, but the generator/compressor is failing. It may not be tuned for high altitude. USG is renting one locally which should be on-site Jan. 16. After sand-blasting, the team will be doing pit-filling and coating. GMS did not approve first coating, so they switched to 30-mil Duracoat. Furnace is not working, so team is bringing in diesel heater.  
There is also a second filter we need, which was going to be covered in 2025 budget. Steve would favor starting the second filter project right away. Steve has asked all contractors for how soon we can get the elements. We could consider dropping GMS as a subcontractor. Ron suggested GMS could be employed in a verification role. No board decision needed this month. Brian pointed out that there is a "break-in" period of the first filter for several months, before a second filter project should be started.

- Generator Project – 2025 Plans for Implementation and Budget – Nothing more has moved forward on generator. There is money budgeted for 2025, but releasing it may depend on cost of filter project.
- Elections 2025 – Election Resolution – Ron has filled out document for him to be election officer, officers that are up for re-election are Brian, Loring, and Steve. Linnea was appointed to fill Mike Nero’s term, and she must be elected for the remainder of the term. Ron will post the resolution Jan. 27, and if there are no other candidates, election will be cancelled. Loring moves to approve the resolution, and Brian seconds. **Motion approved unanimously.** Ron will mail the form to everyone, and members will have to sign in front of another AWSD customer.

**NEW BUSINESS:**

- Disclosure of Board Member Conflict of Interest
- Admin Resolution – This covers logistics of when the meetings are held, how elections are conducted, etc. Loring moves to approve, Linnea seconds. **Motion approved unanimously.**
- JR, Ron, and Steve are meeting on Monday on meter reading, as well as Christina’s list of operations

**ADJOURNMENT: 7:00 p.m.**