**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**March 15, 2023**

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) Mike Nero Vice President

(X) Brian Houghtaling Treasurer

(X) Loring Wirbel Secretary

(X) Ronald Curry Director/Webmaster

Other Attendees:

( ) Dave Frisch GMS Engineering

( ) Sam Wood GMS Engineering

( ) Albert Hook - Guest

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

**MINUTES**: Ron moves to approve as modified. Mike seconds.

**REPORTS:**

**SECRETARY**: Will be gone June 13-25

**TREASURER**: : **BANK ACCOUNTS:**

January February

Checking: US Bank $ 54,442.17 $ 84,625.38

Colotrust: Water $256,545.22 $257,479.24

Colotrust: Wastewater $510,961.10 $512,821.34

Brian said budget tracker does not show major concerns, though we have many minor breakdowns this month.  
We have two customers more than 90 days overdue. We had put shutoffs on hold after Anthony left. Should we warn of shutoff? (One shares a curb stop, another has one.) Steve pointed out that one customer is a repeat offender, and probably should be given a shutoff warning. Brian said that it would be good to start posting again, and that he would work with Steve and Ron on posting notices.

Brian wrote letter to lender on reasons noncompliance will not be ongoing. Steve has a draft copy of the letter.

Brian said that he anticipated being able to pay a part-time manager in the neighborhood of $30 an hour, partially as a result of Semocor fees not being as high as originally anticipated.

**OPERATIONS AND MANAGEMENT:**

**March 2023 Operations Report (Full Chronological Report Attached)**

**Discussion:** The details of the report demonstrate that board members (Ron and Steve) have spent an inordinate amount of time chasing different alarming systems, knocked-out communications, etc. Steve thinks there is a larger problem underlying the smaller problems seen. They have replaced a radio front-end and an Ethernet cable, but it seems as though this might be addressing symptoms, not basic cause.

Ron offered to give a tour of some of the facilities such as the lift station, and the booster station next to water tanks. Five-Star has found melted capacitors and melted wires, so we are not getting water out of Wells 1 and 3 right now. Steve said that typically, 50% of water comes from deep well, and 50% from 1 or 3, so the absence of the shallow wells can affect water quality.

Steve also got a letter from DNR requesting documentation of locate misfires in 2023.

Ron said that Sue and Cheri are very fast and accurate in doing meter readings, so readings are one of the brighter spots in operations.

Steve said that Ron has put together an Operations Manual to aid in having board and future employees understand the whole system.

**OLD BUSINESS**:

* Elections: Cancellation of Election, swearing-in of Nero, Curry (between May 5 and the May board meeting).
* Employment of Part-Time Operations Staff: Updates on hiring, and management of possible locate contractor – Steve said Ron has worked up a framework for hiring. Our attorney encouraged us to use SDA (Special District Association) as a form for hiring. Brian pointed out that as we get close to $1 million in reserves, it makes sense to hire a manager with project management skills to be able to prioritize capital expenditures.
* Update on discussions with Fire Department on impact of hydrant releases on infrastructure. Should there be special commercial rate for fire district?  
  Steve said that he did not reach out to Fire Department because we can’t prove anything. But Joan said we should let the insurance company know that this happened, and what we should do.

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest – none reported by board.
* El Paso County sent out message on road resurfacing. Should we move forward on getting new rings while the resurfacing takes place? Ron suggested taking photos of every valve and every manhole cover, because once they have covered up manholes, we need to fix it. Steve said that the combination of rings and pictures would help minimize future damage. Brian thought that the county operations were chip-seals, not full resurfacing, but Steve said even a chip-seal can cover up the manhole covers.

And any other issues pertaining to District operations.

**ADJOURNMENT: 7:02 p.m.**

Atch: Operations Report