**MEETING AGENDA**

**ACADEMY WATER AND SANITATION DISTRICT**

**December 20, 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 ) Linnea Knoerzer Vice President

(x ) Brian Houghtaling Treasurer

( ) Loring Wirbel Secretary (Excused Absent)

(x ) Ronald Curry Director/Webmaster

( ) Christina Cole Ops Manager

**CALL TO ORDER: 6:00pm**

**MINUTES** : The November minutes were reviewed and approved

**REPORTS:**

**SECRETARY**: no report

**TREASURER**:

* Ran numbers for end of November and think we will end up the year slightly under expenses. Think we’re in good shape financially
* Watched some info from DELO – think we will have to send in new recertification of mill levies by Jan 10. Should have new assessment in a week or two. Once I get that will redo certification and republish to DOLA

**OPERATIONS AND MANAGEMENT:**

**.** Operations Report (attached)

* Steve has found a handful of mistakes to our locator map; will provide that to opsmgr to continue reviewing

**OLD BUSINESS**:

* Insurance Quotes worked with another company for quotes, never got response, so sticking with current company (closed business item)
* GIS Mapping Status
* Filter Project – GMS update attached
* Generator Project – GMS update attached
  + We need discussion regarding fuel type – current quote is diesel
* Abandoned Lift Station on Tari Place updates – GMS update attached
* Schedules for hydrant flush and sewer-line cleaning; no response from Semocor; will ask OpsMgr to get involved and drive resolution
* Core and Main Grant Status – trying to get funding for more meters, etc. SAM.gov account requires an administrator. We need to recreate a new account and appoint an administrator to manage the account. Motion made to appoint Brian Houghtaling Administrator for the SAM.gov account. Motion approved. Brian will complete necessary documentation. Need a Letter of Support from another organization outside AWSD;

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest
* New Operations Manage:
  + Christina Cole has been with us 2 weeks – very happy with her performance so far.
* 12/10/2023 Water main break
* 2024 Transparency Notice Posted
* Resolution to set 2024 meeting dates: Motion made to approve meeting dates for 2024; Motion approved.
* 6:47 PM Board entered Executive Session to Discuss Personnel Issues
* 6:52 out of Executive Session. Board decided to pay each meter reader a bonus of $300 effective with their December payroll
* Ron has asked a licensed plumber to install meters at a reduced rate; no answer yet.
* And any other issues pertaining to district operations

**ADJOURNMENT: 7:02pm**

**ATCH:**

**Ops Mgr Report**

December 2023 Operations Manager Monthly Report

From my start date of Dec 1 to today, Dec 15, I have spent about 10 hours on site at the Water Plant, Booster station and Lift station to get to know the system better. I have also spent about 2-3 hours remotely monitoring the SCADA system for training purposes. Starting Dec 2, I began collecting the daily metrics numbers from SCADA. The rest of my time has been spent performing admin duties and the following:

Three Locate requests (Dec 5, 12, and 14) were received. Two of them were not in AWSD district, and the third was in the district but had no impact to AWSD utilities. They were all responded to.

A 4th locate was done for the water main break on Dec 10th:

On Dec 10th at 919 Tari Drive, low system pressure alarms began around 4 am. When alarm persisted at 6 am, Steve and Semocor responded and found water in the road at break location. Saddle to house connection broke, water main pipe spiral cracked as well. Several customer phone calls saying they had no water. Leak was isolated around 9 am and water to the rest of the system was restored, except for most western part of Tari Drive, a few houses on Becky drive and Glengate. Semocor and Fischer completed repair around 3 pm, service to all homes was restored by 5 pm. I spent 5 hours on site, this included responding to customer calls with updates of the situation. Water in Booster station tanks was fully restored the following day.

On Dec 11, received a request to check meter at 1370 Stella drive after plumber fixed a leak after high usage previous month. Appears leak is fixed from readings of 100-200 gallons per day for 3 days.

On Dec 13, received a water quality concern on Tari drive. After break, customer noticed cloudiness in water. Explained that the cloudiness (turbidity) is from air that was stirred up from the repressurization of the main and is very common after water break repairs, it should dissipate in a glass after a few minutes, it is safe to drink, and it should go away all together in a few days.

On Dec. 13, Loss of communications at booster station, reset converter and communications restored.

On Dec. 15, Steve and I met with a customer on Tari Drive concerned with high water usage over the summer. It was due to new sod installation/ watering. Showed customer how to read the home water meter and track it for possible leaks in the future.

Also on Dec 15, I met with Will from Semocor at the water plant for a more in depth discussion of the water treatment process, including history, operational procedures and future projects.

I will be away next week, any other updates after today will be provided by Steve and Ron prior to the board meeting. Thank you to everyone I have met so far for welcoming me, I am really looking forward to this new role and getting to know your community.

Thank you,

Christina

**GMS Projects**