**MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**https://www.academywsdco.gov/**

**September 18, 2024**

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

(X) Loring Wirbel Secretary

(X) Ronald Curry Director/Webmaster

(X) Christina Cole Ops Manager

(X) Kathy Francis Guest - Specialty Insurance Partners
(X) Jill Padilla Guest – Specialty Insurance Partners

(X) Russelll Cook Guest – Owner of Mountain Peak Controls

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

**MINUTES** Ron moves for approval, unanimously approved.

**REPORTS:**

 **SECRETARY**: Loring will be gone Nov. 19-29, will try to log in remotely

 **TREASURER**:

 **BANK ACCOUNTS:**

 July 2024 August 2024

Checking: US Bank $ 145,230.94 $ 87,083.65

Colotrust: Water $ 379,367.08 $ 381,107.65

Colotrust: Wastewater $ 713,788.63 $ 557,991.38

Forecasted revenue slightly ahead of what budget is, expenses slightly below. Audit finally turned in to the state. Got a nasty letter from state auditor, merged firm got their procedures together and assured us this will not happen again.

 **OPERATIONS AND MANAGEMENT:**

Aug 22 - A (future) customer inquired about connecting to our Water and Sewer as they purchased an empty lot and will begin building soon. Working on determining payment needed and scheduling connections.
Aug 23 - Met with plumber to install 1 new residential Neptune meter.
Aug 23 - Meter readers completed collecting August meter reads.
Aug 27 - The 24 new Neptune meters were delivered.
Aug 27 - An Emergency water shut off was requested - Semocor responded to it.
Aug 28 - Met with HCCA Cleaning company at the water plant to get a quote for the next clean.
Aug 28 - Ron & Steve rearranged water meter storage at the plant, relocated meters to the storage shed along with the new meters due to metal corrosion from the plant chemicals.
Aug 31 - Booster station comms loss, reset.
Sep 4 - Booster station power bump during storm, pumps restored automatically.
Sep 5 - Site meeting at lift station with Steve and Mark (GMS) to meet with company that can complete installation of generator. Also met with Locksmith (Cas Day Locks) at water plant and lift station to get a quote on repairing front door locks on both buildings. Reset sump pump as communications have been in and out.
Sep 5 - A customer called Ginger wondering why their water bill had been zero usage the last 2 months, their badger meter has stopped working so they will be scheduled for a new meter.
Sep 9 - Locksmith sent over a full quote for the repairs on the 2 doors. Steve approved quote and the work to proceed.
Sep 9 - Notified Will/ Semocor of Booster station flow meter reading "flow input low" off and on, requested an operator look into this.
Sep 11 - Booster station comms loss, reset and restored comms.

Sep 11 - Received invoice from Semocor for repair work on Hydrant (Becky and Stella). Repair 1 was done by TW Summit.
Sep 13 - Contacted Timberline Controls with regards to getting a new meter installed in the Donala flume. The current meter is not right for the application, we need an ultrasonic meter. We are working with Donala to get a quote drawn up for the new meter and the installation. (Existing meter must be cleaned through manhole, sometimes several times a week.)
Sep 16 - DRC Construction Services proposal for sewer cleaning/maintenance work was signed.
Sep 16 - Neptune informed me that they have a new distributor of their supplies - and they will be reaching out to me soon. They explained that this big change of distributors is what is causing the delay in our well 2 meter order.
Sep 17 - Met wih Brandi (Baxters Plumbing) to give her a Neptune meter to install for next week while I am away at a house they are doing plumbing work on.
Sep 17 - Water plant was cleaned by HCCA Cleaning company. There were 12 locate requests since the last meeting

Linnea asks what is involved in cleaning water plant. Christina said mop, clean, dust, clean bathrooms.

**OLD BUSINESS**:

* GIS Mapping Status – Not finished yet.
* Insurance Quote – Kathy sent out renewal questionnaire. Asked for quote by November board time, but the pool cannot provide a quote by then. Current carrier’s quote is in, Kathy will let us know when pool quote is done.
Kathy asked about employees – no full-time, three part-time, five board members.

Carrier Is raising value of all properties by 4%.
Personal property coverage is $18,209 at storage shed, $32,200 at ops building.
Total value all assets is $8,003,827. There are various coverages in software, off-property.
Coverage for earthquake, flood, employee theft, forgeries, inside-premises theft, outside-premises fraud. $1000 deductible for all this. Automobile – 1 vehicle, 1 pickup, full coverage.
Liability $1 million, uninsured $1 million. Medical pay $10,000 for external, employees would be worker compensation.
Kathy asks about new dams, new operations, discontinued operations – No
Subcontracted law enforcement – No
No changes in subcontracted services or purchased services.
Payroll - $72,000 for water utility? Brian said total payroll is about $35,000 (contracted is $60,000), this covers water and wastewater.

4 miles of wastewater treatment lines, 1 dam/reservoir (overflow pond, empty except in emergency, 0 workplace violence coverage, no law enforcement. $1 million for any wrongful act of a board member. Carrier now covers cyber-liability, Steve said he would like to see quotes.

Kathy will fill this out and send copies to Steve and Brian.
Kathy asks how often are sewer lines cleaned. Steve said it was once every three years, then we turned acoustic analysis and cleaning on as-needed basis.

* Mountain Peak Controls SCADA Quote – Russ introduced role of company in getting automation systems to work with operations. Reviewed control system at water plant – seemed fairly new.

In the water system itself, first problem was a display panel with single-loop controllers based on relay logic, we have a loaner PLC running a piece of it. The display is the biggest and highest priority problem ($30,000). Brian asked if installation is included, Russ confirmed it would. Possible running one conduit for Modbus communications, but that is the only thing not specified in quote. He recommend new automation that is supportable, based on touchscreen panel, can be done comfortably with single panel vs. full SCADA.

The rest of the system can be planned transition to a fully-integrated system, serviceable by modern parts and equipment. Filter control panel based on PLC will have to be upgraded eventually. Tanks may not need much work, though Russ said he was confused about what radio actually covers. Steve said he doesn’t care about radio towers for just a repeater function. Russ asked about fiber, but Steve said just Century Link for now. Mountain Peak uses Allen-Bradley PLCs. Loring asked about phasing across fiscal years, Russ said that is easily done. Steve said that in IT integration, we’ve been working with Pronghorn for cellular and email alerts. Russ said he could work with them.

Ron asked about down time during work on display panel – Russ said this could be minimized to a day for minimal services. Steve and Brian will talk about the highest priority items, and Steve will get back to Russ.

* Filter Project – Quote from Barnard Structures and USA Water for $196,000, much more favorable than $350,000+ quote. Steve said this is a good price to work with to do both filters, with the first one in 2024, the second in early 2025. For the entire project, it’s about $450,000 coming out of reserves. Steve mentioned that the coatings planned for were very expensive, but the new quote still uses dual coatings.
* Generator Project – Backup generator will be about $133,320. Installation came in at $64,000. All these projects together could deplete reserves. Ron said he saw display panel as first priority, filters as the second priority, and generator as last priority. Ron suggested we look at the possibility of renting a generator while we wait for budgeting. Steve said that Donala has indicated they might be able to loan a generator.
* Schedules for hydrant flush and sewer-line cleaning – Hydrants are done, sewer line is waiting on submitted form.
* ADA Compliance – Continuation from August on Streamline work – Web site is up, switch to .gov has taken place, and Streamline is overseeing ADA. New documents still need to be checked for ADA compliance.

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest
* Budget Process and November Budget Public Meeting – Prior to next board meeting, Ron will post to Gazette the notice of rate and budget review for the November meeting (requirement of posting 30 days prior to actual meeting). We can discuss the budget in October, then approve in November. Brian will have proposed budget to board by mid-October. Ron will post the cyber meeting for 1 p.m., Sept. 26 as a special meeting.
* And any other issues pertaining to district operations

**ADJOURNMENT: 7:18 p.m.**