**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**January 18, 2023**

All participation in this public meeting, including public participation, will be remote. 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

(X ) Sam Wood GMS Engineering

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

**MINUTES**: Ron moves to approve as written. Brian seconds. 5-0 in favor.

**REPORTS:**

**SECRETARY**: Nothing to report. Temporary loss of phone service, but workarounds have been made.

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

 November December

Checking: US Bank $103,136.57 $ 37,190.90

Colotrust: Water $254,622.88 $255,554.36

Colotrust: Wastewater $434,029.88 $507,987.66

Report – Year-end nonaudited financials

 $50,735 positive in revenue, $92,750 less than what we had budgeted for expenses for year. Reserves at end of 2022 were about $820,000. We met rate covenant and operations reserve covenant for the year.

 **OPERATIONS AND MANAGEMENT:**

Operations Report:
- 12/23/22: received recurring alarm – louvres at lift station not opening fully; Steve contacting

GMS to determine who installed them.

- 12/28/22: completed meter readings. New employees did a great job!

- 12/28/22: Steve ordered 24 complete Neptune meters – cost significantly less than expected. Still need to be installed.

- 01/05/22: Steve spent 5 hours with 5 Star installing new radio and getting SCADA system

operational

- 1/5: Ron got new license plates for truck; helped Steve with 5 Star

- 1425 Tari Dr complaining about high bill; Ron re-read, checked history – confirmed they used

4300 gal. Customer paying bill but not happy.

- 1/10/23: AWSD GoDaddy email account hacked; Microsoft 365 shut down ability to send

outgoing emails. Steve called tech support – signed up for increased security at additional cost.

All email accounts must update passwords and use Microsoft Authenticator to sign into emails.

- 1/11/23: Steve spent about 3 hours at the plant with 5-Star trouble shooting a bad transducer

affecting the raw water level/water pumps.
- 1/16/23: Steve noticed high flow at plant. Met with Semocor & 5 Star. Transducer

malfunctioning causing raw water tank to continue filling and 25k gal of water had been sent to

lift station to be treated as sewage. Semocor installed manual float to control shutoff of raw

water flow until new transducer ($1100) can be installed.

 **DISCUSSION:** There was a problem with tanks dropping to 14 feet, when it had regularly been 25 to 28 feet. Will saw pumps turning off and on, and troubleshooting showed it was bad transducer for raw water coming in. Transducer has not come in yet, but 5 Star installed simple float switch that solved problem. Steve said the lesson is that we need more redundancy in monitoring the tanks. We lost 25k gallons of water that was treated as sewage.

- 1/16/23: Steve still working to resolve GoDaddy lockout from sending emails.

 **DISCUSSION:** AWSD accounts were hacked, and one email has sent out huge spam emails. Microsoft shut us off. Multifactor authentication will be a big deal. Not only new passwords, but authenticator apps to be downloaded for each client account.

- 1/16: Semocor (Will) agreed to install meters – we learned how to activate e-readers, it was light-activated. Neptune has a brass fixture that connects to water pipes, then an e-reader on top. Semocor will replace seven bad ones as long as there’s no plumbing involved.

Ron said part-time manager may be necessary, as he will be gone 6-8 weeks, and Steve perhaps as long as four months. He said there should be someone between the board and Semocor, because it is not a director’s duty to be a manager.

Steve said we lost SCADA data prior to the last meeting, which prevented us from seeing water tank level. 5-Star Automation determined new radio was necessary, because signal was low. Steve said he was sure it was a hard failure, but he finally agreed $4300 expenditure on radio was necessary, then 5-Star Automation found it was still bad. The problem was small unit translating USB to Ethernet. Turned off and on, and everything worked.

Steve said that he is doing the locate requests for people who want to dig. Erica from GMS is helping, but Steve said he is getting 3 to 5 locate requests a week. We need not only a manager to help, but a service that can be more precise than Steve’s estimates.

Operations Topics:

* SDA and CO Rural Water memberships renewed
* AWSD vests & caps purchased
* Meter reader employees Sue Ladd and Cheri Hobbs are working well so far.
* High usage readings
* Repair and replacement of meters
* Booster station radio replacement
* Need for part time manager/employee – see above.
* Phones for emergencies

**OLD BUSINESS**:

* Administrative Resolution to Be Presented (see Attachment) – Attorney did not change draft wording, it specified all the things that needed to be done – no action necessary for resolution. Ron moved to approve 2023 resolution, Mike seconded – unanimously approved.
* Elections: Report on DEO Actions

2023 Elections and DEO report:

* Loring Wirbel was appointed 2023 DEO at the December 2022 meeting
* Self-Nomination forms are being accepted until 2-24-23
* Call For Nominations will be submitted to The Gazette to be published on 1-22-23 or shortly thereafter; the call will also be posted on the AWSD website (draft attached)
* 2-27-23 last day to file affidavit to be write in candidate
* 2-28-23 DEO can cancel election if no more nominations than positions to be filled
	+ Must publish notice of cancellation
	+ Notify candidates election cancelled & they have been elected
* 5-2-23 Election Day
* 5-17-23 Board Meeting; swear in new directors
	+ File oaths and bond + DEO appointment resolution & Notice of Cancellation with DOLA, et. al.

**NEW BUSINESS:**

* -Disclosure of Board Member Conflict of Interest – none reported
* Steve said he and Sam were talking about GIS. Sam saw drawing of valves that Anthony put together. He and Erica will compare their own work with Anthony’s drawing to limit the time necessary for surveys. When weather clears up, surveys can be scheduled and initiated ASAP. Steve suggested paying Anthony to be part of process. Mike said it might be worthwhile to work with a private locator company when necessary, as an adjunct to Anthony and GMS, not as a substitute for Anthony. Steve said this also has bearing on the ability to move to a cheaper insurance policy, as it requires more accurate locating. Brian said $8000 has been pre-allocated, and it is likely this will exceed that number significantly. Ron said Steve always should have autonomy to make monthly operational decisions without consulting the board, unless and until a manager is hired.

**ADJOURNMENT: 6:48 p.m.**

Atch: AWSD Budget Tracker, Academy Water December 2022 Financials, 2023 Annual Administrative Resolution (signed SC, LW), Call for Nominations (signed LW)