**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**October 18, 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) Brian Houghtaling Treasurer

(X) Loring Wirbel Secretary

(X) Ronald Curry Director/Webmaster

(X) George Mercado Ops Manager

Other Attendees:

( ) Sam Wood GMS Engineering

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

**MINUTES:**  Ron moves to approve minutes. Brian seconded. Approved unanimously.

**REPORTS:**

**SECRETARY**: Nothing to report.

**TREASURER**: Brian said budget is tracking well. Expenses within budget, revenues look correct. Brian has updated draft budget, to be discussed below. Steve said there was line item for auto and mileage that was empty for September – truck repair? About $3300, which Ron said was in alignment with last bill.

**BANK ACCOUNTS:**

**August September**

**Checking: US Bank $ 172,266.55 $ 93,898.43**

**Colotrust: Water $264,272.30 $ 265,470.72**

**Colotrust: Wastewater $ 559,060.22 $ 668,170.44**

**OPERATIONS AND MANAGEMENT:**

No written report this month. George not on call. Steve did troubleshooting at booster station 10/8 for comms loss. It was continued issue for Power-Over-Ethernet adapter. Steve ordered new one for $150, and installed it 10/18. On SCADA data, shows flow-meter has not been in operation for four or five months. One meter was damaged in installation, a replacement came 10/18 and was installed, but Wyatt believes it is not calibrated, and is showing 0 gallons/minute flow. Further troubleshooting next week. The flow-meter is $6000. Semocor has agreed to absorb cost of the one damaged. George noted leakage around Pump 2 in booster station, but no further leakage observed today. Typical number of locate requests this month. At least one home’s curb stop has been incorrectly identified. Steve may bring in All-Phase Locating to show where line is. Brian asked if George should look into changing landscaping, as current company is expensive. Ron said they skipped two mowings and the booster station, but these should be done. Brian will work with landscaper. George took a look at Stella curb work, he thinks that there should be sleeve to get to it more easily. ~~Meter readers asked George to check holes on new Neptune meters, as some may be too steep~~ Meter readers asked George to get the properties with steep driveways new Neptune meters – those should be prioritized in replacement. Ron asked if Semocor had installed any meters in last month. George said that he could call and give updated list to Semocor.

**OLD BUSINESS**:

* Insurance Quotes: Brian got one complete quote from current underwriter, Gladfelter. Premium for 2024 is $22,877, an increase of $4,565 year-to-year, primarily due to asset replacement-value increases. CSD Pool quote is not a complete package, but premium including workers’ comp is $27,157 (the most you could pay, but there are possible discounts up to $980). Steve said a different broker last year provided more competitive bid, but Brian said that the asset replacement values mean higher premiums in all bids. Brian recommends continuing with Gladfelter, provided we realize there is less risk-management consulting with Gladfelter. Brian will be able to sign once we are confirmed. George asked if the DSL Internet connection at plant should be changed, Steve said he is working on that.
* GIS Mapping Status: Steve said no action has been taken this month.
* Filter Project: Sent out quote and agreement with West-Tech for materials to be used. We were shooting for Oct. 1, but made it in mid-October. Material must be ordered that far in advance for April use, and will be stored in water plant. Brian said we will be charged when material is shipped, which will be in 2024 budget.
* Generator Project: No real activity over the last month, only to talk with GMS on different options. No response to date. Brian talked with Dana at GMS regarding “Water Smart” grant, she will keep us in mind for many potential grants. Brian told her to keep her eye out for generator or resiliency grants. Could propose fire risk mitigation efforts to community as mill levy. Brian will talk to attorney, Steve will contact fire district. Steve also will follow up with Mark about generator.
* Abandoned Lift Station on Tari Place updates: No updates from Mark so far.
* Schedules for hydrant flush and sewer-line cleaning: Contact Will about update for this. Steve said it requires a lot of proactive contacts.
* Core and Main Grant Status: Brian said the “Water Smart” grant is a possibility. Brian can barely log into government site, and he doesn’t know filling out some sections. Brian contacted water board at Larkspur, the Mayor Charlene West did quite a bit for it, but said Dana at GMS did all the work. Grant actually opens at end of October and closes in two months. Dana was sent the Core and Main quote, and she will respond with additional items that may be needed, such as energy savings, time savings, etc. Most likely award would be in 2024, but could not spend money on project until 2025.
* ADA Compliance: SIPA has joined with Streamline, and will, for a fee, host SIPA web sites and guarantee ADA compliance. Implementation date set for mid-2024. Attorney said Mandy could set us up with WiX website.

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest – None
* Draft 2024 Budget – Note for November budget meeting: The budget and rate review notice was posted on the AWSD web site on 10/12/23, and the budget notice was published in The Gazette on 10/15/23

Reserves will be at $914,000, interest income at 20,000, property tax amounts will depend in part on voter approval of HH, Water and sanitation fees will remain the same in 2024. Under Expenses, a slight raise in Accounting/Billing, an increase in Audit to $10,000, Donala User Charges will increase to $157,000 (pretty confident number). Engineering is at $25,000, may well spend most of that. Insurance of $24,000 based on new quotes. No lab testing because Semocor pays for it. Legal and Loan Payment stay the same. Repairs and maintenance increase to $140,000. Salaries with George and meter readers are up to $32,800 (payroll taxes about $2,575). Telephone/utilities at $51,000, contracted services (Semocor) at $60,000, for subtotal of expenses at $743,175.  
Additional line items for expenses include capital improvement of $355,000 and contingency of $85,000, for a total expenses of $1,181,675.  
The end-of-year revenue and reserve in excess of expenses is $517,639.  
The restricted reserve is a total of $181,312. This includes 25% operations and maintenance ($151,869), and TABOR compliance ($20,944). The unrestricted reserve is $336,326. Truck replacement ($8,500) can move to unrestricted.  
Brian’s overall conclusion is that we can meet budget without raising rates next year. Steve said it's important to utilize reserves while looking at capital improvements, and also continue to operate within zero-balance.

* And any other issues pertaining to District operations

**ADJOURNMENT: 7:30 p.m.**