**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**December 21, 2022**

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

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

( ) Neil Nalepa Operator

Other Attendees:

( ) Dave Frisch GMS Engineering

(X ) Sam Wood GMS Engineering

**CALL TO ORDER: 6:03 p.m.**

**MINUTES**: November minutes must be reviewed further before being approved. They will be posted after January approval

**REPORTS:**

 **SECRETARY**: Nothing new

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

 October November

Checking: US Bank $ 73,414.01 $103,136.57

Colotrust: Water $253,822.70 $254,622.88

Colotrust: Wastewater $432,665.89 $434,029.88

We are ending the year with roughly $70,000, but the pre-Christmas freeze could cause problems that might eat into that money.

Brian said that he talked to insurance broker TCW about better rates, the cost was slightly higher than existing policy. Brian also said that the Colorado Special Districts have pools of insurance, but the district still must sign a Sanitation Management Warranty, which the district is not in a position to sign. CSD requires that pipes be mapped and listed for diameter, materials, etc. Ron said that water must be a higher priority, with wastewater further down the list. The task will require looking for valves, and putting in new valves where none exist. This is a process that will take years. Sam said that wastewater is “low hanging fruit,” but that water should be completed ASAP. Brian said that in his discussions with CSD, they pointed out many potential liabilities that may not be covered, such as malicious acts that make sewers back up. Because it is so close to the end of the year, Brian will renew the existing policy, but he will continue to talk with CSD to potentially reach compliance with the SMW by 2024.

 **OPERATIONS AND MANAGEMENT:** Ron said he and Steve have been doing too many maintenance tasks, reading meters, etc., and this should not be going on long term. We need another person working in the district to do the operational tasks we’ve been doing, the equivalent of a “middle manager” and coordinator, a $30,000 a year part-time employee. Example: we have eight meters not working at all, and nothing has been done to replace them. Steve said that having someone on the payroll to help with management is a necessity. We should assume Neil is no longer interested in doing part-time work. Making a job description for this work may be difficult, Steve said, but it centers on being here at the district and available for simpler management tasks. Steve also said he spent a lot of time Dec. 20 with Five Star, and we have a situation with booster station next to water towers on Pleasant View Lane. Currently, we have no remote visibility to monitor tank levels in the Pleasant View Lane water towers. We could run too low for regular water, and if we had a fire, we would have no way to check on fire. Steve approved the purchase of a radio to link with the SCADA, a $4300 expenditure not including installation. Steve said he has also ordered credit cards for board members. Ron ordered baseball caps for all board members, and vests for meter readers.

 For meter reading, Ron said that two people have been interviewed, and will be set loose for reading between Dec. 26 and Dec. 28. He’s not sure it’s going to work, but it’s better than he and Steve doing reading. They are being paid $300 each for the job.

**OLD BUSINESS**:

* Elevated pipe on Rod Cole’s property – Semocor covered the issue and sent an invoice.

**NEW BUSINESS:**

* -Disclosure of Board Member Conflict of Interest

* 2023 Election – Positions held by Ron Curry and Mike Nero are up for election. Steve moved to name Loring Wirbel as Designated Election Official for May 2, 2023. DEO will have power to oversee election, or cancel if no contested seats. Ron seconds. **MOTION APPROVED UNANIMOUSLY**
* 2023 Transparency Notice – Required to post for public awareness on the web site. Ron said vote not required, the appointment of Loring as DEO makes the Transparency Notice a requirement.
* Insurance Option Selection for 2023 – Discussed in Financial report. Board will go back to Specialty Insurance as broker. Brian said compensation insurance also must be upgraded for five directors, two water meter readers, and one management position.
* 2023 Board Meeting Dates – Ron said he likes to publish in December because Transparency doesn’t go out until January. He proposed continuing meetings on third Wednesday of each month, and to publish these meeting dates immediately. Loring seconds. **MOTION APPROVED UNANIMOUSLY**
* FirstNet: Steve heard from FirstNet, which prioritizes first responders for self-service (government program that was initiated post-9/11. Details on federal approach can be found at [www.firstnet.gov](http://www.firstnet.gov). There is also an agency, [www.firstnet.com](http://www.firstnet.com), which will roll out system to first responders and secondary groups like special districts. (FirstNet only recently became aware of the role special districts play in infrastructure security.) The program would give each board member a cell phone to be used solely for FirstNet. Five phones with SIM cards come in at $240 total, although there is additional equipment required that comes in around $790 (just under $1100 total), then a monthly bill of around $237. In the event of an emergency, every board member would have critical access to cell system to aid fire fighters, law enforcement etc. Steve said he considers it an important investment. Texting also would take a higher priority over civilian SMS. Mike said he’d like to find out how to interact with SCADA system. Steve will send proposal out to board for additional consideration.

**ADJOURNMENT: 7:33**

Atch: