**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**February 15, 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) Mike Nero Vice President

(X) Brian Houghtaling Treasurer

(X) Loring Wirbel Secretary

(X) Ronald Curry Director/Webmaster

Other Attendees:

( ) Dave Frisch GMS Engineering

( ) Sam GMS Engineering

(X) Albert Hook - Guest

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

**MINUTES**:

**REPORTS:**

**SECRETARY**:

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

December January

Checking: US Bank $ 37,190.90 $ 54,442.17

Colotrust: Water $255,554.36 $256,545.22

Colotrust: Wastewater $508,987.66 $510,961.10

**REPORT:** Budget Tracker sent out. Only one month of actuals, but nothing alarming to note. Got reply from grant application for water filter – we did NOT receive grant for filter, just a notice of rejection.

**OPERATIONS AND MANAGEMENT:**

**See Operations Report attachment for detailed chronological report**

**Discussion:**

**Feb. 4-5 Water Leak:** Sun Hills Drive leak was one of biggest ever, losing 225,000 gallons from tank in 45 minutes. Ron was monitoring, Steve was on-site trying to get valves turned off. We had a section of 8” main in excess of 10 feet – a corkscrew burst of more than 8 feet. Analysis from Semocor is that we had “water hammer” event of valve being turned off or on too quickly, creating a “sonic boom” down pipe. Fire Department was working within 150 feet of location. Cost is likely to be at least $15,000. Fire Department now knows they must contact Semocor if hydrants are open. We acquired 20 feet of pipe and have half of it saved at the plant site. Ron said the dirt fill was only accomplished because we had excess dirt near lift station. We may want to purchase extra dirt/rock fill as backup.

Ron said the software to monitor is useful, as you can make real-time looks at tanks, lift stations, etc. Ron suggested we give Anthony’s former computer to another board member. Steve said that our IT contractor should link up with Semocor so that they can coordinate access to SCADA data. The computer used should be a platform with longevity, since the licenses are tied to a specific computer. The easiest solution may be to provide Semocor with Anthony’s computer, since they already have his phone. Loring said he would check with Steve about getting the software on laptop. Brian asked if it can be used on a Macbook – either PC or Macbook can work.

**Locates:** Erica with GMS is being used to help with locates. We must respond to locate ticket requests within two days. The state told us we had an inordinate amount of late responses for requests. In 2022, we had 1377 late notices, with a cost of $1.30 per late notice. Since Steve took over, there were 6 in 2022, 5 in 2023. We need a professional locator to ensure accuracy. Tickets should be checked daily. Steve usually calls same day, sometimes must physically put paint on ground. Ron said a contractor should be assigned before he and Steve go off traveling, since the response must be near-real-time. Brian said the money is there, but we need a part-time manager that can oversee locates, whether in-house or contracted. The Colorado 811 organization that works with locates has been very helpful, Steve said. She provided a list of services, but it’s not cheap. We have not moved forward on hiring a part-time manager so far, but Steve tried reaching out to Neil Nalepa, and received no response whatsoever. Steve has a good idea for a contractor, All Phase, but he charges $140 an hour. There are 25 locators who service this area, many are based in Denver.

**OLD BUSINESS**:

* Elections: Updates – Two self-nomination forms are in, Loring should acknowledge date received. If no other nominations received, elections will be cancelled Feb. 28. The self-nominated will be notified at time of cancellation, then sworn in at May board meeting.
* Steve asked everyone to provide input on pay rates, responsibilities, etc. for the part-time manager.

**NEW BUSINESS:**

* -Disclosure of Board Member Conflict of Interest – none reported by board.
* Issues of Leak – We were not able to contact Frazee or other contractors, due to it being a Sunday. The only complaint was one customer from Roller Coaster Road, living uphill from Raton Road, who still had sputtering pipes. Semocor came out to tell her to open pipes.
* Water Augmentation – On border of Donala, there is a station to measure effluent flow. In discussing with GMS, Donala specified what meter should look like. But because it sits at bottom of pipe, solid waste accumulates and causes erroneous readings. Donala says we are sending less than 10.000 gallons a day. Those numbers get sent to creek to determine water augmentation. If we dwindle lower, the state could take away water rights. Steve has reached out to Donala to see if a more accurate meter be installed, or will Donala take numbers from our lift station. We could also perform weekly maintenance on meter. Steve may go directly to state to make the case at that level.
* Ron said if fire department washes vehicles on Sun Hills, we should consider establishing new commercial rate. Ron proposes making it an item for next month. Mike suggested we should bring up with fire department a possible payment for the water-hammer incident. Ron said we should walk a fine line.
* Hoover & Associates has sent letter of understanding last year and this year, does not need a vote, any concerns? Steve said he will sign, absent concerns.
* Steve created a encrypted group reflector email for the board.. All board members said they got original group creation email, and nothing else. Steve said he may discontinue using the group function. In regard to older account hacking, Steve had to fix email forwarding through GoDaddy, which is not as secure as Outlook. There is now more secure admin, and you also cannot forward outside the AWSD domain.

And any other issues pertaining to District operations

**ADJOURNMENT: 7:22 p.m.**

Atch: Operations Report

February 2023 Operations Report

* 1/22-1/24: Meter readers out reading meters. Ron spent half day trying to debug very high readings; appears Neptune software is making mistakes. Figured out accountant sent us the wrong file for this month; accountant thinks all will be ok once they get this month’s readings – says their software will make the correct calculations.
* 1/24/23: Steve at plant with Semocor & 5 Star to install transducer
* 1/25/23: Ron working with unhappy customer with high bill; one of the bad Badger meters that we are reading inside the house – she wasn’t billed for water for 3 months, then got bill for that usage
* 1/26/23: Steve researching with GoDaddy unauthorized forwarding of mail from AWSD accounts
* 1/27/23: Steve requested Tosibox activation key cost for Ron & Steve’s computers
* 2/3/23: Steve & Ron acquired Tosibox soft keys; can now access SCADA
* 2/4/23: bills arriving at new rate/fee
* 2/4/23: Major supply break on Sun Hills Dr affecting most customers; Semocor responded – less than an hour without water; Mike Nero identified shutoff valve. Fire department just happened to be in the area, and was able to turn off the valve limiting the loss. Service restored to all but a few customers. Lost 20 ft of water (~200K gallons) from tanks. awaiting repair contractor. Used fill dirt & gravel stored at lift station to finish filling hole.
* 2/5/23: Will got Fischer Enterprises out of Larkspur to respond for repair. On site 8am-6pm. Found spiral fracture 8ft long, probably caused by “water hammer” indicative to a sudden water turn on/off. Noted fire department working drill exercises earlier.
* 2/5/23; Will confirmed Semocor has been contacting customers with broken meters for repair/replacement
* 2/7/23: Ron got final reading at 1335 Spring Valley Dr
* 2/9/23: Semocor responded to customer with air in line from main break
* 2/10/23: CenturyLink interned back up after 2-day intermittent outage (limited SCADA for 2 days)
* 2/10/23: Colorado 811-UNCC sent email regarding 1277 Late Positive Response Re-Notifications in the year 2022. AWSD was charged $1.30 per late response (locates). Steve had conversation with representative – got locate company contacts. Steve has been responding to locate requests since Anthony resigned and we have had very few late responses since.