**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**April 19, 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 (joined 6:02 p.m.)

(X) Brian Houghtaling Treasurer

(X) Loring Wirbel Secretary

(X) Ronald Curry Director/Webmaster

Other Attendees:

( ) Mark Morton GMS Engineering

( ) Sam Wood GMS Engineering

(X ) Albert Hook, guest

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

**MINUTES**: Ron moves to approve as modified. Brian seconds. Unanimously 4-0 approved. (Mike Nero did not join the meeting when this motion was made. A quorum of the board was attending.)

**REPORTS:**

 **SECRETARY**:

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

 February March

Checking: US Bank $ 54,442.17 $ 62,872.61

Colotrust: Water $256,545.22 $258,543.93

Colotrust: Wastewater $512,821.34 $563,209.15

Brian sent Budget Tracker out, said we are tracking our year well. He would like to discuss capital improvement and land improvement projects in the future. Brian has talked to auditor on budgeting for new meters and radio tower. Also possible repairing of road as land improvement project. Steve said that moving project items into capital improvement category can make budget more aligned from a financial audit perspective, by shifting spending into capital, thereby not affecting rate covenants. Brian added that if we don’t capitalize these items, they show up as expenses, which affect rate covenant calculations. Ron added that all capital improvements can be depreciated.

2022 audit will commence last week in May. Auditor may talk to Steve as well as Brian.

**OPERATIONS AND MANAGEMENT:**

 **March 2023 Operations Report (Full Chronological Report Attached)**

 **Summary:**

* Have replaced or repaired 9 meters; all are currently working.
* Monthly meter reading is being accomplished in just over one day.
* SCADA comms are more stable; wells 1&3 are back in operation.
* Appearance of District properties is improving.
* Steve had 14 locate request to resolve during this month.

 **Discussion:** Cleaning ended up being 2 ½ hour job, likely to be less than $300. Floors, pipes, walls, bathroom all look good. More expenses from Five Star – in booster station, we lost comms once again, and it is imperative we have dependable communications to booster station. Steve went in to reboot station on Monday, took readings of temperature in cabinet. Five Star rep said that it is within limits, but right on the border of operating temperatures. Comm adapter turns serial traffic into Ethernet traffic, and has an operating maximum of 105 degrees F., and the Power Over Ethernet adapter was at 110 F, again right at the maximum. Steve asked Five Star to put in ventilation fans into the sealed cabinets.

Steve could buy a refurbished adapter, or refurbish the existing one, and the latter option is $1000 less, so he ordered the refurbishment.

Steve would like to get other board members on SCADA, but we are waiting for new phones for the board members. That awaits a new cell tower at the fire station on Highway 83. Ron mentioned that the SCADA application is not transferrable from one phone to another, which is why we are waiting on the phones. Ron emphasized that he and Steve will need backup for when they are gone in the summer Steve said he and Ron have put together a task list as well as a job description. Brian said he would like to work with Steve and Ron to make sure all appropriate expenditures fall under capital improvement.

Painting estimate came in high enough that Ron thought it should be discussed. It’s about $3300 to cover plant trim (minor repairs, but not major trim replacement). Body of plant will not be repainted. Pump house, next to two wells, needs to have wood trim replaced and shored up, then repainted. Original estimate $3800, then dropped to $3365 inclusive with both sites.

Steve anticipates locate requests will be coming in faster, so Steve would like to contract this out to All-Phase Locating, as this would be faster and more expert. Steve will bring contract proposal to board.

One customer in district wants to purchase part of a parcel from a resident, and wants to add water and sewer. Steve quoted $6000 each for water tap and sewer tap. Customer would have to install his own lift station. Steve also would like this reviewed externally.

**OLD BUSINESS**:

* Employment of Part-Time Operations Staff: Ron created punch list, which Steve used to create job description. Mandy has offered to post on SDA web site. Ron suggested having her do this, and also check with GMS on other places to post this. Ron suggested we offer $25/hr for someone without experience, or $30/hr for people with experience. This would all be based on 20 hours a week. Brian said that Semocor is costing less than we anticipated, so $30 an hour could be affordable. Brian said that Colorado regulations will likely require a range of hourly pay/salary. The board authorized Steve to act on this on that payment basis. Steve said he will send job description to teacher at Pikes Peak Community College to check with students..
* Elections: Cancellation of Election, swearing-in of Nero, Curry (between May 5 and the May board meeting). These do not need in-person swearing in or even electronic signatures. Mandy offered to prepare the oaths of office, but Ron suggested he prepare it at no cost. Oaths should be executed on May 3. Ron will send documentation to DOLA and County Clerk. Ron will send to Loring as DEO, he will send to Mandy to be filed with District Court.

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest – none reported by board.
* Ron created a list of Short and Long-Term Plans (attached as document). The short-term list should be items we are thinking about for the next few quarters or years. The long-term plans are intended to show where the district should be in future years. Ron pointed out that the last bullet, on consolidation of the district into a larger district, should be something we assume is a necessary outcome in a decade or so.
* Ron to take action of Wyatt discussing work with Mike on curb stops. Wyatt also will be replacing Mike’s and Loring’s meters, along with several other aging meters.
* Unlocated stops – Anthony left a list of 34 unlocated curb stops. One is on Deby Place, three on Deby Lane (could be Deby Place or Tari Drive). Ron said that location service expert will need to work with him on the curb stops. We need to resolve all houses with unlocatable curb stops. May required running new line to houses without curb stops, maybe two at a time for adjacent houses. We will need to come up with policy, since district is not responsible for line from curb stop to house. Ron suggests that while equipment is out there, we allow homeowner to separately contract with our contractors. This will be a New Business item for May meeting.
* Business Cards – Will be printed for all board members. Ron sent drafts to all board members, cards will be ordered.

And any other issues pertaining to District operations.

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

Atch: Operations Report,

**April 2023 Operations Report**

3/16:

* Steve checked comms loss at booster station; nothing obvious. 5 Star coming out tomorrow
* Will (Semocor) said electrician coming out tomorrow to check/repair well 1&3 soft start panels. Said getting estimate from pump company to rebuild seals on booster station pumps

3/17:

* Steve met 5 Star at booster station – comms issue resolved. Replaced the serial to Ethernet converter and the POE driving the radio. Also we installed battery in smoke alarm in booster station.
* Semocor installed new Neptune @ 15050 Roller Coaster; Ron checked and it isn’t transmitting. Emailed Joey at Core & Main (Neptune supplier) & he said nothing has to be done to activate them – they constantly transmit (even in the shipping box) every 14 seconds. If they aren’t transmitting he will provide us with warranty replacement information. Steve & I plan to do rf checks on all our unused meters tomorrow as well as trying to contact all customers with unexplained zero reads from last month.
* Ron coordinated meeting next Tuesday with Core & Main rep (Joey), Steve, Semocor, and Ginger from Hoover & Assoc.
* Steve logged onto Colorado’s DIRT (Damage Information Reporting Tool) and submitted year end verification of no incidents for 2022.

3/18:

* Steve and Ron used the Neptune RF Meter test function to test every unused meter and replacement transmitter at the plant. During that process we learned that we have two types of transmitters; some are analog (Procoders) and some are digital (Ecoders) – all were transmitting (we previously learned they are transmitting from the time they are manufactured). We also checked one meter Wyatt has replaced – the old one is still transmitting. We also picked up a signal for a radio we did not have on our installed or unused list.
* We were allowed inside 15050 Roller Coaster (Wyatt installed new Procoder couple days ago – not transmitting). Standing next to the new meter we could see the analog dial moving but no signal is being transmitted. Back at my home discovered the transmitter we couldn’t identify at the plant was the one Wyatt took out of Roller Coaster – it is transmitting. ???
* Steve & Ron then checked 4 zero usage houses from last month’s readings. One tenant was not compliant with request to read inside meter – left txt messages, voice message, and door notices on all. Probably 2-3 more bad meters in this bunch.

3/20: Ron spent hour on phone with one customer with a zero reading; determined he’s been having zero usage readings since last October. Added his house to replacement meter list. Got inside reading from another house; added that one to replacement list also.

3/21:

* Steve & Ron met at the plant with Joey Davidson (Core & Main, our Neptune meter supplier) for 2 ½ hours. Good session. He explained several Neptune software features that we haven’t been using. He is exchanging 17 of our new unused meters designed for pit installations for meters designed for in-house installation at a savings of $40/meter. He showed us how to “pop” off the radio transmitter on a meter for replacement – easy. The receiver we use for radio transmitter reads is designed to last 3-5 years – ours is at least a couple years old. Lead time for a replacement is currently 6 months. He advised us that the Neptune meter brass case contains parts that should be replaced every 10 years or every million gallons measured. We discussed obtaining 2” meters to install on well 3 in the pump house (we already have a Neptune on well 1 in the pump house) & well 2 (inside the plant); after installations we would not require entry into Rod Coles’ property to obtain readings. He also explained that we could have an antenna installed (maybe two) at a cost of $12,500 each, plus installation, so the Neptune meters could be read all at once from one location. Once the antennae are installed, we could also monitor any excessive water use (leak) immediately. We ordered another receiver ($5500) and 20 repair kits for Neptune meters at about $30 each. We also ordered a “flashlight” that is used to activate the data log function on a Pro-coder meter (about $150). The Neptune software is a subscription that is due to renew this Summer for about $1200.
* Meter readers started reading at 11:30am. Ron coordinated wood repair and painting estimates from Comprehensive painting; they will come out for estimates next week. He also prepared 3 low usage notices and mailed them to customers without phone numbers in our database.
* Semocor is with electrician at pump house this evening repairing wells 1 & 3 soft starts.

3/22: Meter readers completed readings by noon. Wyatt (Semocor) reported capacitor and burned wire was replaced in both well soft starts and both wells were tested and are operational. The electrician believed there could've been multiple reasons for failures - one being if there was lightning that hit the pole outside and conducted inside. He believes the capacitor was of old age. And on well one believes that there was loose wiring in the control panel.

3/23: Ron read one new Neptune meter not on the route list this month. Steve coordinated starting GIS mapping with Semocor and GMS via email – encouraged them to call Anthony when appropriate.

3/24: Ron sent txt or letter notices to 11 customers asking them to schedule meter replacement; copied Semocor on list of names & addresses. Also scheduled an appoint with a cleaning company to get an estimate to clean the interior of the plant and scheduled Comprehensive Painting to provide estimates to repair trim and repaint the pump house and plant trim.

3/29: Steve & Ron met Home Cleaning at the plant; waiting for cleaning estimate

3/30: Steve met Joe from Comprehensive painting; waiting for estimate to repair wood trim at repaint trim at plant and well 1&3 pump house; pump house will be painted to match Rod Coles’ outbuildings. Ron emailed Total Roofing to get estimate to repair missing tile and seal water leak above bathroom at plant.

3/31: Wyatt (Semocor) installed 3 Neptune meters this morning; Ron verified all were transmitting.

4/1: S&R Checked non-op Neptune at 15050 Roller Coaster – recently installed by Semocor but not working when we checked it 2 weeks ago – working now. ??

4/2: S&R Checked non-op Neptune at 1365 Spring Valley – 2012 install that has not been transmitting for several months. We could get a transmission inside the house; replaced with new transmitter & can read it from the street. Since this was Sunday afternoon we got paid time and a half (0 x 1 ½ = 0).

4/3:

* S&R checked new Neptune installed at 15485 Pleasant View Dr couple weeks ago that is not transmitting. Replaced transmitter – now working.
* Several customers have complained they never hear back when leaving messages with Semocor. Ron checked with Will & Wyatt & confirmed that 303-681-2253 is their office number and nobody mans that phone. Ron took over coordinating replacement meter scheduling between our customers and Wyatt. Was able to set up two meter installs at 1065 & 1265 Tari Dr this afternoon. Wyatt said he’d ask Will if they could just schedule one morning or afternoon a week for AWSD meter replacements.
* Received plant cleaning estimate $320-$480 – asked Home Cleaning to schedule water plant cleaning. Received Comprehensive Painting proposal for $3,865; advised Joe higher than expected. He responded that he would see if he could trim the estimate a bit. Would take this to board before proceeding. Revised estimate was for $3,365.
* Dan Brewster, handyman, responded to txt. Will try to meet him at plant this weekend.

4/4: Steve ordered 24 more Neptune meters

4/5: Asked Semocor if they were familiar with acoustic wave technology for sewer inspection; Will replied he was pretty sure DRC was using that in our District this year. He said there wasn’t a great cost difference.

4/6: Core & Main responded to Steve; they have 11 of the correct meters on hand to replace the 17 pit meters they were exchanging – 12 more in 6 weeks. We have option of getting the pit meters back at a reduced price.

4/7; Ron met Semocor at 1335 Spring Valley Dr – got Neptune meter installed. 11am S&R met Dan Brewster, handyman, at plant and discussed removal of junk, repair of split rail fencing. Dan will prepare estimate. Discussed ordering more meters from Core & Main this year; long lead times to get more meters.

4/8: Colorado Division of Water Resources found an error in the transit-loss reports starting March 8th, 2023. Required Steve to pull up the new reports going back the last month to correct AWSD transit-loss numbers from the state. Resent the corrections to our hydrologist Steve Barrett

4/11: Ron & Steve met Dave with Total Roofing at plant to get estimate to seal vent pipes (water damaged ceiling tile in bathroom) and replace missing roof edge tile. He thinks the bathroom damage is old; someone siliconed around the vent pipes and the silicone is cracking. The estimate for new boots around the vent pipes and resealing was $350 – Steve approved the estimate. Waiting for scheduling.

4/12: Joey with Core & Main delivered a few Neptune meters and picked up one meter and 2 MUI transmitters for warranty submission. He is getting 12 more Neptune meters in shortly, but said their will be a gap in supply until November. That prompted us to ask for delivery of more of the meters designed for pits, but can be installed inside homes – they cost about $30 more apiece.

4/13: Got high flow, low pressure alarm – Steve & Ron started responding to a major leak. Will (Semocor) let us know it was the fire dept training – they had notified him. Need to ensure when one of us is informed of fire dept training he lets the rest of us know.

4/14: Steve talked with a district customer that is wanting to purchase an acre of property from another customer in the district customer. He wanted to know if he could tap into our water and sewer lines as he plans to build a shop and possibly a house. Steve quoted $6K for each tap and confirmed this new subdivided lot will remain in the district. There will be some engineering on AWSD side, but the customer will be responsible for the majority of engineer, etc. to connect to our systems.

4/17:

* Booster Station comms loss. Steve reset the serial box before calling 5-Star Automation and was able to reestablish SCADA communications. We’re probably going to install an on/off switch to simplify resetting the serial box. Also noted that the electrical components were between 105 to 110 degrees. 5-Star confirmed this is at the upper limits for several of these components. 5-Star is generating quotes for a backup network adapter as well as improved ventilation for the control cabinet.
* Total Roofing replaced vent boots and resealed them today.

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