**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**July 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) Brian Houghtaling Treasurer

(X) Loring Wirbel Secretary

(X) Ronald Curry Director/Webmaster

Other Attendees:

( ) Sam Wood GMS Engineering

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

**MINUTES** (from May – no June meeting) Approved unanimously as submitted.

**REPORTS:**

 **SECRETARY**: No report

 **TREASURER**:

**BANK ACCOUNTS – TWO MONTHS

 For May:**

 April May

Checking: US Bank $ 102,510.17 $ 126,136.71

Colotrust: Water $259,614.31 $260,751.81

Colotrust: Wastewater $498,080.84 $500,263.19

 **For June:**

 May June

Checking: US Bank $ 126,136.71 $ 101,561.16

Colotrust: Water $260,751.81 $ 261,873.80

Colotrust: Wastewater $ 500.263.19 $ 554,023.40

Brian sent out budget tracker, no surprises, within expenses as of end of June, and revenues within budget. Audit issues will be discussed below.

 **OPERATIONS AND MANAGEMENT:
 Operations Report from Ron
 Operations Report 07/2023**

5/18: We met Alpha Landscaping at plant for road work estimate. Small, independent company with 2 operators & 2 laborers. They seemed knowledgeable – waiting for estimate. We talked with 1775 Spring Valley owners – Fredman/Nordstrom; they share upper part of driveway with us. Advised them of planned road work and they were interested – offered to “chip in.” Advised we may need to put culvert under their driveway to handle new runoff after driveway is crowned. They may want to pay for additional work to their driveway at same time we do the District work.

5/21:

- fueled truck & prepped for meter reading tomorrow.

- Checked hole in cul-de-sac on Tari Pl: 1 ½ ft wide, 1 ft deep – appears to be where water main takes a bend – not seeping water. Requires further investigation.

- Ron noticed blue flat next to water meter between his and neighbor’s property line. Chuck from locating service must have come out unannounced: took photo of locate for that and next door property. Will check rest of properties on list given to Chuck. Started file with address and photos of located properties.

5/23:

- Semocor inspected hole at Tari Pl cul-de-sac; determined it was not a leak. We need to have the hole filled, compacted and the road patched.

- Meter readings completed; sent export file to Ginger.

- Chuck reported he located 14 of our unlocated curb stops – need to get list of properties located from him.

- Queried Alpha Landscaping on estimate for road work. Contractor referred by Will coming out Thursday, 25th?

5/24:

- Steve met Scott w R&R Ditching for estimates for repair of manhole and hole on Tari Pl.

- DRC (the company that cleans our sewers) was supposed to come out this afternoon for another estimate on repairing the manhole; instead they showed up and repaired the manhole.

5/25: Kenneth Ashlock, the contractor referred by Semocor, came today to gather information for estimate on road repair.

5/26: Ashlock regraded the plant driveway and road to lift station using existing materials. Invoice was for $2,000.

6/12: Ron is back from trip; Steve is departing 6/15 & will be gone for a month. - Steve changed 811 locate alerts to show up in manager@awsd.co email & briefed Ron on how to respond while he is gone.

- The lock on the plant is sticking and the original panic bar lock on the lift station is broken. Ron will get Henley’s keys to repair both.

- Steve checked with 5 Star on the flow meter & asked what their lead time was. He also left message for Will – we suspect the unit Will quoted was the same basic unit 5 Star quoted. Once we get this resolved Ron will order the replacement meter.

6/13:

- Ron picked up receiver & tablet from Cheri and verified most recent meter install

- Photographed both plant and lift station door locks; emailed Henley’s Keys to have them checked and repaired or replaced

- Waste Management notified us they will only pick up Waste Management Carts effective July 10; emailed Infinite Disposal to see if they have a better rate.

6/14:

- Locate request 1025 Becky Dr. Deck extension – no issue – sewer & water lines on side property boundary

- Cancelled Waste Management (their rate $299.85/3 months + going to charge for new carts); started Infinite Disposal @ $119.70/3 months plus they provide 90 gal trash and recycle cans.

6/15: Brian contacted GMS to update scope of work for plant filter refurbishment.

6/16:

- dropped off Water Quality mailing at Tri-Lakes Printing; should go out early next week

- emailed Will reminding him we need signed contract back and estimated lead time to receive flow meter he identified.

- 6/19: Left msg for caller; no AWSD lines in rear lot. Posted No Conflict.

6/20:

- Fire Dept called: training on Sun Hills Dr-notified Semocor-got low pressure alarms; notified Semocor & Steve

- Did locate for 1275 Tari Ln: back of property – no lines there – left VM for caller; posted no conflict.

6/21:

- Started meter reading

- Brian contacted landscaper to mow plant property – mowing Monday 6/26

- Ron vacuumed Miller moths out of plant

- Ok’d Water Quality mailing proof; going out today

- Ordered 100 blue utility marking flags

6/22:

- Power outage approx. midnight-4:00am. Semocor reset lift station around 4am. Took until 7am for pumps to clear effluent tank. High pressure alarm at booster station; seems ok but alarm needs to be cleared.

- Did locate at 1195 Becky Dr; marked curb stop & water line

- Steve interviewed Kevin, possible interim manager applicant. I left VM for him – touring facilities tomorrow?

- 8pm: pump 1A at lift station faulted several times; Mark reset remotely once. 9pm level 7.7 ft & pumps not on- Wyatt here 9:30-10:30 – got pumps emptying tank but Semocor will call 5 Star out to resolve pump 1A issue.

6/23:

- Locate posted for 830 Rangely: no conflict – outside service area

- Meter readings complete yesterday; sent export file to Accountant this am. Cheri did a final read for accountant today.

- Met 5 Star at lift station; they diagnosed no electrical issues. Semocor has a pump guy coming out Monday to service pump A1. Only pumps 3 & 4 are coming on & they set high level at 4.5 ft.

- Will has ordered the flow meter for booster station; 5 Star is aware Semocor is getting the pump.

- 5 Star and GMS are getting us information required to get estimate for a backup generator at the lift station.

- Ron gave Kevin Fackerell (possible interim manager) a tour of facilities in the afternoon. Seems to be a good match for interim manager position.

- Will confirmed we should wait for State to contact us for Sanitary Inspection.

- Wyatt tried to install meter at 1095 Becky Dr; they have 1” lines and all we have in stock are ¾” meters. Emailed Joey @ Core & Main and ordered 2 ea 1” meters; coat for 2 = $963.

6/26:

- Met Charlie (Semocor suggested contractor) at lift station. He checked panel settings, rotated pump shaft, didn’t do any other checks. Ran pumps 1 & 2 through about 4 cycles with no problem. Called Wyatt then reset all pumps to auto and changed high float level back to 7.1.

- Identified a leak at pump 2 – Charlie said he’d talk with Wyatt, thought Wyatt could fix that.

6/27:

- 2 locates posted-no conflict

- Took receipts & check to Hoover & Assoc

- Mowing being completed at plant/lift station

6/28:

- Pump 3 faulted at lift station , then cleared

- Joey Davidson, Core & Main, delivered 2 1” Neptune meters. He advised that he was taking another position; he will ensure his replacement is familiar with our account.

6/29: Met Henley’s locksmith at plant. He serviced plant lock (corroded) & repaired the lock on the door to the lift station (said someone assembled it incorrectly). He made new keys for Semocor and me. Also said Henley’s would email me the bill.

7/11: Met delivery guy at plant to accept 4 barrels of sodium hypochlorite

7/14: Met Wyatt at new meter install & verified good install.

Ron was pleased with Ashworth’s estimate. R&R repaired Tari Place hole. Another issue, contact at Core & Main is moving on, so we will have to deal with new contact for meters. Flow meter at booster station has been ordered by Semocor. The only hiccup during Steve’s absence was a one-day power fluctuation at the lift station that fixed itself. Ron reminded everyone he is gone Aug. 23 to Oct. 2, then will leave Oct. 22 for a couple weeks.

**OLD BUSINESS**:

* Employment of Part-Time Operations Staff: Updates on hiring, and management of possible locate contractor – Steve said several applicants, some we decided not to move forward with; one good applicant still was not getting solid reply. Ron’s neighbor across the street is applying – has technical background but no water or sewer background (but neither does Ron).
* Water filter refurbishment project update
Report from Brian:
**WTP Filter Rehabilitation**

We are working through the cost estimate update. Based on the scope of the original cost estimate from last year, we are pricing out the material costs for replacing the media in the filter, diffuser nozzles, electric actuated valves, electric actuators and the gaskets for the valves. These items can be supplied by the filter manufacturer direct to the District. We have contacted the manufacturer’s sales representative to get updated costs for the materials. We also asked to provide costs for field services for their technician, this will cover the inspection/review of the installations and then also assist with startup and any troubleshooting when returning the filter back into service. Once we hear back, we can plug the numbers into the cost estimate and forward that to you. If any of those pieces are not wanted, we can simply delete them. But getting pricing on it all now will help make that decision.

* Also, we will be updating the cost for recoating the interior of the filter tank. It has been a while since I have seen the exterior surfaces of the tank to know if we need to include the exterior as well. Please let us know if that should be considered for the total scope of work and we will add that in the cost estimate. If there are any other pieces that should be included but are not mentioned, please return a list of those items for us to include.
* Project may not be actually done until May 2024 time frame. Board members should be as involved as possible so that when a filter was finished, wait a few months to make sure it works, then board members can attempt finishing the second filter without calling GMS. Mark knows he can work with Will directly on this. Total cost is likely to be more than planned.

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest
* Review and approve the 2022 Financial Audit

Brian said that there was nothing in the audit he wanted to point out. There was nothing negative in it, and it was a clean audit. Hoover & Associates had a computer problem that prevented audits from being in on time – but auditor helped board meet the July 31 deadline for filing.

**Brian moves that audit be approved as is, and sign management representation letter. Seconded by Loring. Passed unanimously.**

* Lift station backup generator project discussion
 Report from Brian:
**Lift Station Generator**
* We have done preliminary sizing of the generator needed to run the lift station. The initial estimates indicate a generator size around 200 KW. We will be confirming the sizing and available products with the Cummins representative and then getting cost estimates for the appropriate size unit. This will also include the automatic transfer switch which will automatically transfer the source power from the utility feed to the generator feed when utility power is interrupted. It will also automatically switch back to utility power when it senses reliable power from that source.

* The preliminary sizing is based on running only one train of pumps at a time. We will look at the difference needed to supply both pump trains with power, but more for comparison’s sake to see how that sizing fits into the generator size ranges available from manufacturers. We have not looked at the solar option in any detail yet because our initial thoughts are that it would be cost prohibitive. If you would like us to look into that in detail we certainly can.

DISCUSSION: Ron brought up the issue of sewage backup, and he was promoting the idea of a backup generator. It’s an emergency generator, not a daily-use generator, so proposed 200KW size may be contested. Brian asked if GMS needed to be involved. Ron said Five Star can be involved initially, but they may hand it off to a company that specializes in that size of generator. But Ron said it may be a good idea to have GMS involved. Brian reminded board that generators require maintenance, requiring someone to come out on at least a quarterly basis. Such ongoing expenses should be factored in.

* And any other issues pertaining to District operations

**ADJOURNMENT: 6:27 pm**

**Attachments:** Operations Report, Revised Draft Audit Report