**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**September 20, 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

(X) Jorge Mercado Operations Director

(X) Albert Hook Consumer

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

**MINUTES**: Ron moves to approve August minutes, Brian seconds it. Minutes approved unanimously.

**REPORTS:**

 **SECRETARY**: Nothing to report.

 **TREASURER**: As of end of August, slightly over projected in both expenses and revenues. Part of revenue growth due to taxes bringing more cash. Brian said he does not see any issues, but this will be discussed in detail in PDF for planned budget in 2024. Some slight increases from Semocor etc., but looks like flat expense budget – preliminary estimate is that no rate increase will be required. Good quote from GMS for water filter, in $205k range. Core and Main project (see below) may require receiving a grant.

 **BANK ACCOUNTS:**

 **July August**

**Checking: US Bank $ 137,799.59 $ 172,266.55**

**Colotrust: Water $263,051.98 $ 264,272.30**

**Colotrust: Wastewater $ 556,478.66 $ 559, 060.22**

 **OPERATIONS AND MANAGEMENT:**

 **Sept. 20 Operations Report – also attached as DOC**

Meter reading

* Completed on time with submission to accounting 8/23/23. Ron submitted file and notes to accounting indicating 3 homes with high readings and 4 homes requiring average billing due to defective meters. One of the high readings turned out to be an errant data extraction as the receiver did not get the data for the home. A follow up radio read corrected the issue.
* Jorge provided a final reading for 1915 Spring Valley Drive on 9/13/23.
* A customer on Tari drive said that they heard water running close to their water meter. Jorge took about a week of daily readings to see if there was a potential leak. The readings looked normal and did not indicate a leak. The customer was informed and we have not heard anything further.

Curb Stops

* All Phase Locating was called to help locate a curb stop buried under the driveway at 1170 Becky Dr. The line was marked with potential curb stop location. Fischer Enterprises came out and determine the curb stop was about 10 ft closer to the house. They uncovered the curb stop and brought it up to the surface of the driveway. The cold patched the driveway once completed. They also cold patched 1385 Stella Dr that was damaged last month due to sewer cleanout work.
* A customer located at 1495 Tari Dr required their water to be turned off due to a leak. Their curb stop was buried under about 6-8 inches of dirt. This was uncovered. The hole was evacuated of water and found that the customer service line was fused to the curb stop. The service line broke from the curb stop requiring Fischer Enterprises to quickly cut off the old line and put a brand new curb stop in place securing the line to the district main.
* A customer on Tari Ct had a leak late in the night and wasn’t able to contact either Steve or Ron for emergency help. They called 911 and the fire department came out to shut off their water. On follow up, it became apparent they had an old phone number of our previous manager that referred them to the old office phone number. We will add Jorge’s phone to the contact list, and investigate hiring an answering service. Problem seems to be on homeowner’s side.

General

* The district ordered 3 TosiBox laptop keys for Semocor allowing them to have quicker SCADA access. These have been secured and are waiting on Semocor personal to contact our IT to get these installed.
* The district received 16 locate requests since our August board meeting.

**OLD BUSINESS**:

* **Insurance quotes and updates –** Not finished yet. Cathy has not responded after Brian provided additional information.
* **GIS Mapping Status –** Nothing accomplished from the AWSD side, requires walking the street. We’ve incidentally identified a few curb stops, but in general we need to validate the information GMS provided,
* **Filter Project –** Brain said Mark Morton (GMS) provided fairly detailed quote, he will also generate a contract we need to sign. If we decide to go ahead (likely), we would generate a purchase order by Oct. 1 for materials, which would come in around January, then we would store on site. This means time is of the essence in getting P.O. done. Steve said that GMS may be a little bit at risk in getting contract in time.
* **Generator Project –** Not a lot of information yet.
* **Sewage Blockage Protocol** – Spoke with Will about procedure, Steve will generate a draft. Ron said we have to update rules and regulations, and that may be when we adopt it.
* **Abandoned Lift Station on Tari Place** – Steve did not get any feedback from GMS on it. Mark Morton at GMS will research what we could do to get rid of it.
* **Hydrant Flush/Test Schedule –** Ron said that Semocor has failed to meet several targets on cleaning and maintenance. The wording should be strong, as this is routine stuff that should be scheduled.
* **Sewer Line Cleaning/Inspection Schedule -** See above.
* **Core & Main Quotes for Grant Consideration**

**NEW BUSINESS:**

* **Disclosure of Board Member Conflict of Interest**
* **Preliminary Review of 2024 Budget**
* **And any other issues pertaining to District operations**

**ADJOURNMENT: 6:36 p.m.**