**MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**June 15, 2022**

All participation in this public meeting, including public participation, will be remotely to preserve the health, safety, and welfare of the public caused by the Covid pandemic and in conformance with state orders

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

(x ) Anthony Pastorello Manager

( ) Neil Nalepa Operator

Other Attendees:

(x ) Dave Frisch GMS Engineering

(x) Albert Hook Guest

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

**MINUTES**: May minutes approved unanimously.

**REPORTS:**

 **SECRETARY**: Four items added under Old Business; one under New Business.

 **TREASURER**:

 April May

Checking: US Bank $ 81,946.74 $ 72,245.72

Colotrust: Water $251,341.08 $251,510.04

Colotrust: Wastewater $362,971.66 $399,437.31

\* Note: Bank balance reporting has been snapshot based at the end of every month. This can sometimes lead to incorrect analysis when compared to the financial reports from our CPA, Hoover & Associates, Inc. Effective 2022, we will use reconciled bank balances going forward. This will ensure that what is reported correctly captures the ending balances each month.

Brian brought up late notification under Treasurer report. His spreadsheet showed four accounts 30 to 60 days late, and four more than 90 days late. Three letters will be sent out to delinquent accounts: one for bills more than 60 days late, a second for bills more than 90 days late, and a final notification to shut off water. Final bugs are being ironed out, and the system will be ready to implement this summer.

Brian filed a notice of extension until September for the 2021 audit.

On the matter of the CIPA (Colorado Internet Portal Authority) microgrant request, Brian said requests must be filed by July 14. Grants are typically between $3,000 and $6,000. A viable portal for the district might be $5,000. The real issue might be continuing hosting costs. Brian said he has been looking at Pinnacle Pro and JoinPortal as tools. Dual tools might be $500 to $1000 each, but recurring portal host costs must be considered as well. Brian said he would ask if the awarding of a grant meant that the portal must be implemented – he didn’t think so.

 **OPERATOR:**

**Consumer Confidence Reports: I have put together and mailed out the 2022 CCR's. The format has changed to a booklet style this saves on paper and is easier to read. – No discussion.**

**DCR Maintenance Rap Up: DCR has completed this year's sewer maintenance schedule. A preliminary assessment given by the onsite foreman was good with no major issues. A mechanical hiccup occurred, when cleaning of the wet well was performed the tank was sucked down as the pumps for the lift station were in cycle this caused air binding of both the lead pumps creating a under load event on the motors. I responded to the alarms and bleed the pumps of air and primed their chambers, the pumps resumed normal function. The new protocol will be to shut the pumps down while maintenance of the wet well is performed. No discussion.**

**Hydrant maintenance: Neil and myself have started Hydrant maintenance this entails: leak test of seals, cleaning and lubricating hose nozzles, filling bonnet and hydrant stem with mineral oil and flushing distribution lines. No discussion.**

**Power Phase Issues : I have received phase monitor alarms that have resulted in brown outs and power losses. I was called out in the middle of the night earlier this month to the lift station and the water plant for under current failure of the pumps. once I evaluated that voltage coming into the Lift station was half of what it should be I  immediately called Mountain View Electric gave account information and my assessment of the problem, they ran a ticket and prioritized my service request power was back on by 2am.**

**DISCUSS: Given the tendency of MVEA to often have brownouts, Steve suggested it would be a good idea to perform an assessment of equipment and its existing resilience. Anthony said it was important to have equipment in place to protect against further brownouts.**

**POTABLE WATER SYSTEM**: (Awaiting revised numbers from Anthony)

**WASTE WATER SYSTEM**: (Awaiting revised numbers from Anthony)

**OLD BUSINESS**:

Continued discussion in reticence of R&R Ditching to take out appropriate Insurance compliance

**NEW BUSINESS:**

Disclosure of Board Member Conflict of Interest: None

Discussion on compliance with Americans with Disabilities Act (ADA). Ron presented details of HB 21-110, which does not address physical aspects of ADA, but instead requires that community association web sites be compatible with ADA, which means making portal accessible for those with sight problems, and avoiding excessive verbiage that is hard to understand. The relevant portions of the law regarding compliance state:

Any individual with a disability that is subject to discrimination may bring a civil action against the Colorado government entity. Any Colorado government entity that engages in such discrimination could be subject to the following penalties:

* A court order requiring compliance;
* Monetary damages;
* Attorney’s fees; or
* A statutory fine of $3,500 payable to each plaintiff for each violation, who must be someone from the disability community. For example, after the July 1, 2024, deadline, if an individual tries to use a website that is not accessible, the government entity may be subject to a $3,500 statutory fine that is payable to the individual for each violation.

Liability for noncompliant content lies with the Colorado government entity that manages the content. Liability for noncompliance of the platform hosting the content lies with the Colorado government entity that manages the platform.

Mike Nero pointed out that a plan for implementation need not be submitted until July 2024. Not correct: plan has to be submitted to CO Office of Information Technology by July 1, 2022. Compliance is not required until 2024. Mike works in IT with School for the Deaf and Blind, and will seek input. Loring said that since portal changes may be made through CIPA grant, this could be mentioned as an attempt to implement.

Family Medical Leave Insurance (FAMLI) – In reference to Anthony as employee. Steve and Joan Fritsch planned to attend June 17 webinar presented by SDA of Colorado, featuring details of requirements and implementation. Dave Frisch sent link to FAMLI site.

Steve presented a spreadsheet of budget projections, using existing Financials and projecting what year-end will look like. End-of-year projection of $580,000 looks positive, but Steve warned things could change. Contingency of $75,000 must be in budget. There are also reserves, with $655,000 reserves, which are not free for AWSD to spend. Reserves have been spent down annually by $250,000 to $300,000 a year, which is not sustainable.

In repair and maintenance, Steve showed items like sewer cleaning. Will have to be careful on forecasts vs actuals. In capital improvements, we must update capital appreciation schedules. Brian and Steve will send out updates on a monthly basis. 2022 repairs also include 2000W generators for Internet, SCADA system to use in the event of loss of power.

Mike suggested AWSD look at solar power potential for selling back to MVEA grid. MVEA charges a high fee for grid sell-back. Dave has a brochure from a company called Yearout Energy, which he will provide to Mike. Most companies like Year out finance projects up front. Discussion on available real estate for solar panels. Anthony warned that lagoon area is in a 100-year flood plain.

**ADJOURNMENT: 7:41 p.m.**

Atch: 2022 budget projections, Past Due Accounts (anonymized)