**MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**July 20, 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:

( ) Dave Frisch GMS Engineering

(X) Albert Hook Guest

**CALL TO ORDER:** Meeting called to order by Steve at 6:02.

**MINUTES**: Ron Curry moves for approval, unanimously approved.

**REPORTS:**

 **SECRETARY**:2 agenda items added for July.

 **TREASURER**:

 May June

Checking: US Bank $ 72,245.72 $ 85,704.69

Colotrust: Water $251,510.04 $251,752.13

Colotrust: Wastewater $399,437.31 $399,821.85

Balances look good. Did not do budget update. Anthony sent out four letters to those who were over 90 days (and more to those less than 90 days). Anthony replied there are now six on the >90 days. Of the original four, one made a payment of $186.20 on June 30. According to process, we would begin shutoff notices for the other delinquent three. Ron emphasized that we follow the process as decided upon, and this does not need a vote. Letters for shutoff can be issued now. Mike suggested that a payment plan should be established to take them off shutoff, otherwise customers might pay $5 and expect to be taken off shutoff schedule.

Steve mentioned a landlord who had a renter 90 days late, and complained that he’d be stuck. Steve said yes, that is the process followed to the letter, so the landlord must cope with that. Another customer called him “Drunk with power,” because of a $3.80 balance due, and Steve reiterated that this is how it works. Anthony suggests three options: pay in full, make a payment plan, or demand a hearing before the board. Brian prepared a draft along this line.

 Microgrant deadline date is passed, so Brian did not file. He was told you can get the microgrant for a service, but does not pay for portal subscriptions. Can be spent within two years. Brian is not sure the service would save the district any money. Could be $2000 a year to maintain portal.

 **OPERATOR: VPN Device failure:**In mid-June the service power from Mountain View Electric created quite a few brown out events at the water plant and lift station. These events wreaked havoc on both facilities electronics, we lost the lift station backup power supply along with the SCADA VPN device. I immediately coordinated with Paul Weinberger our IT contractor along with 5Star automation, Paul narrowed down the problem to a failed ethernet port on the VPN device, when we contacted the vendor for replacement, we were told supply chains are backed up and it would be September before we would receive new device. This time frame was unacceptable, all my alarms were down and I was in the dark if a catastrophic leak were to take place, Paul suggested a new product from a different vendor that he was available and it offered better features then the previous device. I made the decision to move ahead with the new device, Paul was able to acquire, program and install the new device within 48hrs. 5Star coordinated with me to rush install the cellular callout box at the booster station within 24hrs of the event allowing me to receive alarms from the booster station, this gave us protection in the case a catastrophic leak took place before the new VPN was installed. 5Star had a matching backup power supply on their shelf for the lift station and I requested surge protection before the power supply to prevent failure in the future.

 **DISCUSSION:** Ron asked how much the new product would cost. Anthony doesn’t have price, but said it’s reasonable. New product can have a SIM card and can go cellular if a WiFi or LAN network was down.

**Vacation:**Anthony reminded everyone he will be on vacation 7/27 to 8/3

**State of operations:**As of now operations are in good order.  We had 5 percent system loss.

**POTABLE WATER SYSTEM**:

**WASTE WATER SYSTEM**:

**OLD BUSINESS**:

* **HB21-110 Compliance –** Will need to continue on agenda. Steve and Ron talked to one company that insures sites comply with accessibility. They rebuild web site to insure ADA compliance. Site must be able to easily navigated by those with poor motor skills, sight, or hearing. One example of noncompliance is that PDFs must be navigable. Company would charge $100/month. Steve sent a letter to state to indicate compliance, with plan to implement by 2023. Steve said that their web site is compliant by its own nature. Steve thinks alerts might not make the grade. Steve did not like the fact the company wants to directly host the web site. Ron hopes state may come up with universal solution within next few months.
* **Application for Due Diligence –** Attorney Gib Marshand sent note and said July 27 deadline is not for submitting all details to water judge, but only for filing a proposed ruling. Marshand suggested he be empowered to file the proposed ruling. Motion for Marshand to file was approved unanimously.
* **Auditor Process –** Brian is monitoring the continued auditing. One person wants to meet with Brian. Brian proposes Steve may want to be in on call.

**NEW BUSINESS:**

PVSC has picnic on Sunday, 7/24, Brian and Loring will try to attend.

Steve will send proposed budget to board members. He asked Anthony where in the budget to put bill from 5Star. The bill is for callout boxes at lift station and data station. How much more for labor? Could funds be shifted from repair to capital improvements?

Disclosure of Board Member Conflict of Interest: None

**ADJOURNMENT:** 7:26 p.m.

Atch: