**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**November 15, 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

(X) Jorge Mercado Ops Manager

(X) Linnea Knoerzer Customer/Resident

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

**MINUTES**: Last October minutes, Ron went through and found them impeccable – motion to approve. Seconded by Brian. Approved unanimously.

**REPORTS:**

 **SECRETARY**: Nothing to report.

 **TREASURER**: Revenue exceeding projections, some interest income. Expenses are forecast to come in lower than budget. Some invoices in October, which were expected.

 **BANK ACCOUNTS:**

 September October

Checking: US Bank $ 93,898.43 $135,469.08

Colotrust: Water $265,470.72 $266,720.15

Colotrust: Wastewater $668,170.44 $603,736.50

 (Paid WPCRF Fund $67,422.71)

 **OPERATIONS AND MANAGEMENT:** Raton Road has been a concern for locates. One address has been confirmed, two others out of bounds. Some questions on the metrics for the state report. Clearing locate reports should be done with state. One customer at 1035 Tari Drive claimed a high read, we will be re-reading, using the Neptune. Turned all mail over to Ginger. Check receiving must be responsive. Customer invoices have been somewhat delayed going out, Carla has been trying to cover.

**OLD BUSINESS (Delayed until after board appointment)**:

* Insurance Quotes – A good quote from current underwriter, and Brian is working with second firm, and hopes to have second quote by December board meeting. Special District pool offered uncompetitive quote, $3k-$4k more.
* GIS Mapping Status – No real progress, but some issues with map. Ron will run some ideas past Steve. Big problem is blowing up map big enough to document where valves are.
* Filter Project – Materials confirmed on order, to be delivered after first of year. Schedule on installing after that time.
* Generator Project – Steve has not heard from GMS, Brian says he has not either.
* Abandoned Lift Station on Tari Place updates – Nothing from GMS on that subject either.
* Schedules for hydrant flush and sewer-line cleaning – Will has not responded on flushing schedule. Brian said this is not an issue of expenses, as it could work within budget. Flushing is nominal, but sewer line cleaning can be $20k a year, according to Steve.
* Core and Main Grant Status - Steve and Brian need to come up with document to show labor cost savings and water cost savings, and Dana at GMS can apply for the grant. Brian said that funds, likely to be half or less than full amount, would not be seen until 2025. Charge is $85 a meter to install, Ron wondered if private plumber could charge less and move faster.

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest - None
* Appointment of New Director, Linnea Knoerzer – Steve says he is very happy to bring her on to the board as vice president, as she is very qualified.
	+ Resolution to appoint new director – Ron writes up resolution for appointment, moves for approval.
	DISCUSSION: Linnea is nurse practitioner and is very driven, looking for more responsibilities. Ron clarifies that she will be appointed, but will be appointed until next election in 2024. After Division of Local Affairs accepts sworn document, Linnea will become member of board. **Unanimous vote for appointment**. **(Return to Old Business.)**

**PUBLIC HEARING ON 2024 BUDGET: HEARING OPENED 6:37**

**DISCUSS 2024 SCHEDULE OF RATES, FEES AND CHANGES:**

Brian reiterated that based on projected budget, there will be no changes to rates and fees for 2024.

**CLOSING OF PUBLIC HEARING, 6:39**

**ANALYSIS OF BUDGET FOR 2024**

No real changes from Draft V2, three columns changed on right of draft. Forecast interest income at $10,000. Will spend fair amount of reserves. Will increase property mill levy by $5000, so total revenue will be $11,000 more from last year. Expenses shows $25,350 less in expenses from 2023 – main changes were getting better idea of how Semocor does business and what it costs us, budgeting half of projected $98,000 for 2023. Donala fees with be $157,000 for 2024. Steve added that repair and maintenance came in lower, but raising the budget for that for $140,000 makes sense. Many projects for year were not accomplished due to office manager not appointed – we have places to spend existing $923,000.

**RESOLUTION TO ADOPT BUDGET –** Says we reviewed budget at meeting. Ron moves to accept, Loring seconds. **Passed unanimously.

RESOLUTION TO APPROPRIATE 2024 SUMS OF MONEY OF AWSD –** Brian filled in numbers for operating expenses, debt service, etc. Ron suggests adding the year 2023 to Nov. 15, moves to accept. Loring seconds. **Passed unanimously.**

**RESOLUTION TO SET MILL LEVIES –** Get assessment from county assessor for value of property, $13, 669,140. With mill of 2.937 , for a total of $40,146. Brian said he budgeted $40,000 because this is just an estimate for this year. Ron moved, Loring seconded, **passed unanimously.**

Brian sent “Budget Message” as email, which gets sent with budget document.

* SDA will not be up until March 2024, but Ron suggested Treasurer submit. We will need to add Linnea to SDA distribution list. Brian said he will fill out survey from SDA on issues before legislature.
* And any other issues pertaining to District operations

**ADJOURNMENT: 7:06 p.m.**