**MEETING MINUTES**

**ACADEMY WATER AND SANITATION DISTRICT**

**August 16, 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 Operations Manager

Other Attendees:

( ) Sam Wood GMS Engineering

(X) Kathy Francis Specialty Insurance

(X) Albert Hook Consumer

**CALL TO ORDER:** Called to order 6 p.m.

**MINUTES** : July 2023 – Ron moves for approval as written, Brian seconds – approved unanimously

**SPECIALTY INSURANCE REPORT – Kathy Francis** Kathy asked several questions in order to develop quote based on current assumptions:
 Any property under construction? No
 Any motors, pumps exceeding 750 HP? No

 Package currently calls for $1m in flood insurance, $1m in earthquake, both with $25k deductible.

 Crime coverage includes employee theft to $100k, $1k deductible (this amounts includes all the following, with $100k limit, $1k deductible: forgery, theft of money or securities inside premises, robbery or burglary inside premises, computer fraud, fraudulent impersonation)

 (Board agreed informally at this point that $1k deductible OK in crime categories, though Brian asked to review. Ron asked why flood insurance, KF said this was part of standard package.)

 Coverage for tools and equipment is $25k with $500 deductible. Ingersoll-Rand Trailer-mount Generator for $13,000 with $2500 deductible – Brian said this can be taken off. Ron asked about broken generators, and Steve asked if it is fixed, could it be added at a later date, KF said yes.

 Rented or borrowed equipment is covered for $100k, and water craft extension for $25k

 KF asks if drones are ever operated, Steve said no.
 Auto insurance is $1m in liability (causing others injury or property damage), medical payments for $5k, uninsured/underinsured motorists for $1m. 2008 Chevy Colorado pickup has comp deductible of $500, collision of $1000. Steve mentioned updating driver list for truck.

 General liability $1m, $3m aggregate.
 KF asked about any reservoir or levee structures – none. New operations or discontinued operations? No. This would only apply for totally operations outside the general water/sewer category.

 KF asked if there are law enforcement on staff. No. She asked if Anthony or GMS serve as subcontractors. Steve said Anthony no longer serves, GMS still has role.

 KF asks about purchased services other than GMS? Semocor Inc. is daily ops at water plant, as well as certification.

 No coverage for workplace violence, public officials management liability is $1 million for each wrongful act, and $3 million for aggregate. Cyberliability for $1m, privacy crisis management $50k, $4m liability put on top of auto insurance.

Replacement cost appraisals should be done at some point. Brian said this should be sent to engineering firm, as he has no confidence of any numbers on spreadsheet. Kathy will look at payrolls, property values, and move forward, looking at two different quotes, one from pool.

**REPORTS:**

 **SECRETARY**: Nothing to report

 **TREASURER**:

 **BANK ACCOUNTS:**

 **June July**

**Checking: US Bank $ 191,561.16 $ 137,799.59**

**Colotrust: Water $261,873.80 $ 263,051.98**

**Colotrust: Wastewater $ 554,023.40 $ 556,478.66**

Brian said that Budget Tracker shows that spending forecast meets budget pretty well – no major issues or expenditures to report. Mark Morton’s water filter email (appended below) indicates that he is quite slow on the process right now. No good quote on replacement or on sizing of generator. Brian mentioned we need updates on property valuations.

 **OPERATIONS AND MANAGEMENT:**

Jorge introduced himself, said he was addressing initial spreadsheet issues.

 **.** Operations Report (pasted below and attached as DOC file)

7/21: Meter readers completed readings; Steve & Ron repaired ¼” plastic tubing leak at plant

7/24: Exported meter readings to accountant.

7/25:

- Steve did locate with Jorge

- Ron took truck to Christian Brothers to repair a/c & fan; also check for oil leaks; $2259 estimate for repairs to include new power steering line and water pump leak

7/26: drove to Henley’s Locksmith to have keys made for Jorge; missing truck key and water plant key.

7/27: went to Christian Brothers to pick up truck; a/c blower now working but not cooling. Left it there for more repair. $2980 so far.

7/28: picked up truck – another $331

Dated entries were not kept up for a couple weeks. Jorge Mercado was hired as Operations Manager. Both Steve and Ron had several training sessions with him showing him what they had been doing and bringing him aboard. Jorge will be doing most of the duties that Steve and Ron had done since last October. Semocor installed 4 more Neptune meters.

8/14: Steve & Ron were at plant and Steve found the blade on the mixer motor for the soda ash mixing tank had wrapped around a ¼” plastic tube and had pulled up and out of the tank – it was hanging outside the tank spinning. They were able to turn it off and reinstall it back in the tank. The following day Wyatt repaired the tubing and ensured the motor was properly installed

8/15: Steve was able to correct comms loss at booster station and sump pump; saved $$ of contractor charges

8/16: Waste Management trash was cancelled 8/31/23 and Infinite Disposal trash collection was started 9/1/23. Cost savings will be a little over $1,000/year.

DISCUSSION: Trash change made due to over-pricing by WM.

**OLD BUSINESS**:

* Operations Manager – New hire – Everyone welcomed Jorge, who has begun part-time ops.
* GIS Mapping Status – Steve said it was up to he, Ron, and Jorge to validate what mapping we already have. Only then will we go back to GMS to get GIS mapping done that has not been covered.
* Filter Project Update – From Mark Morton, GMS
On the WTP filter rehab, we are still waiting on a proposal response from the equipment representative for the updated equipment and material costs. I have reached out to him again this morning. Without this information, I am not sure we will have the cost estimate revised by your meeting Wednesday night, but I will keep you updated. For the generator, my account issues with the sizing software could not get fixed, so I am having Tom in our office help out. He is running through the sizing again, we are quite confident the size will be reduced. Once the sizing is pinned down we will get quotations from the supplier to have an idea of the equipment costs. I will get you the sizing update for the meeting. Knowing how backlogged the equipment suppliers are these days, the equipment cost estimates will likely come after the meeting. Mark was estimating late winter or early spring for filter replacement. The sticking point right now is generator sizing. Keep as agenda item.
* Generator Estimate – Nothing new now, keep as agenda item.

**NEW BUSINESS:**

* Disclosure of Board Member Conflict of Interest – Ron had past conflict, discussed below in sewage.
* 1210 Tari Lane Lot Line Adjustment – Steve sent out folder of documents. El Paso County would like AWSD to weigh in. Adjacent property would like to annex part of Howard Creyts’ property. Steve said he cannot see a reason this would affect us unless they wanted to add utilities.
* Customer sewage blockage procedures – Ron experienced sewer blockage, we have sewer standpipe halfway down back of property. Blockage in main caused backup to standpipe. Rooter company cleared it and scoped line, discovered there were tree roots where Ron’s line feeds into main. Semocor said that Ron must back out, treat as district issue. Steve and Will decided that district should document that district is not cause of problem. He ordered DRC to scope the main line. They determined no problem with main line, only with Ron’s sewer line. Will gave Ron name of firm, Fisher Enterprises, to fix problem for $4800. Fisher was very professional. Ron said Steve and Will’s conclusion should be general procedure for all consumer complaints – customer is responsible for their own line. Steve said that it is the first time that this has come up in 30 years. Steve will take a stab at it, make policy assume that district’s own lines are scoped and checked. Brian said he thought 1/3 of lines were cleaned each year, but Ron said that Semocor has not indicated timing for scoping and cleaning the lines.
* Change of trash service (see above) – Ron adds that when he talked to WM, they won’t take back the can until first week of September.
* Maintenance:
 \* Flush/test hydrants – Should have 1/3 done within 2023.
 \* Vegetation in lift station overflow pond – Will texted Ron that he had done that, but we
 need to be sure to check for rips or tears. Brian mentioned that grass needs to be mowed,
 also weeding at booster station at Pleasant View Lane.
* Booster Station comms loss improvements – Steve spent a few days trying to debug the communications problems. He got the comms back on line, but also had a loss of comms at sump pump at pond, but it only required reboot. Steve asked Five Star if there is a way to have a cell phone and computer based communication system instead of dedicated radio network. Possible tap into dedicated Internet line at back of booster station, and also add small cell tower nearby. Will require modernizing the control panel, but it may allow getting rid of towers at booster station and pump house. Brian said it could be listed as capital improvement cost, not have to list as expense in 2023.
* Abandoned lift station on Tari Place – Have a locate request for one property, and neighbor next door would like to see it gone. Decommissioned in 2018 when new lift station came in. There is an electrical box, vault, manhole cover. Talked to GMS about what will happen. Waiting on answer from GMS. Kept for Old Business for coming months.
* Common calendar for board and ops manager discussion – Steve will develop based on Google.
 \* Record important milestones, board members, board meetings, and operations manager
 away times
* And any other issues pertaining to District operations

**ADJOURNMENT: 7:00 p.m.**

**Attachments: Operations Report, Tari Lane Lot Line Adjustment Folder**