

ALLENSPARK WATER & SANITATION DISTRICT

Regular Board Meeting

Community Room of Allenspark Fire Station

August 8, 2023, 6:30 PM

Mission: To serve our customers with clean, safe, reliable water, in a fiscally and environmentally responsible manner.

Board Members in attendance: President Ron Holan, Vice President Rick Sullivan, Secretary/Treasurer Susan Lewkow, Robbie Vinson, and Mike Bushue

Board Members Not in attendance: None

Department Personnel: Superintendent Barry Mauerman, Operator Adam Hans, and Executive Secretary Jen Cook

Meeting Attendees: None

CALL TO ORDER: The meeting was called to order at 6:35 PM.

A MOTION to approve the July Minutes, was made by Rick. Robbie seconded and the motion was approved by unanimous vote.

A MOTION to approve the July Financials, was made by Susan. Mike seconded and the motion was approved by unanimous vote.

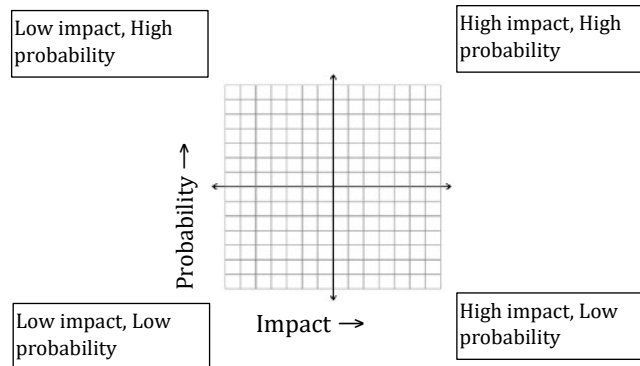
1) Operations Update

- a. Leak at Stable – Barry and Adam were able to use Meadow Mt. Water Supply’s leak finder tool to locate a leak at the stable. They identified it to the owners and they are working on fixing it.
- b. Mini Flashflood – The recent rainstorms brought a mini flashflood. The plant was running at the time, so a lot of dirtier-than-normal water came into the system. The water quality didn’t change, but it caused the tank to overflow because a lot of equipment got clogged.
- c. Damaged Bollard at CS – Barry and Adam are working on fixing the bollards at Crystal Spring after someone hit them.
- d. Broken Meter at Church – Another meter broke at the church. Barry found them a new backplate and they are working on getting it fixed. This is approximately the eighth time that this has happened, so we may need to consider alternatives if it happens again.

- 2) **Bank Signatories** – Ron will contact Frank to find out what is going on with the transition at our main bank.

- 3) **Bylaws Development** – No update.
- 4) **Board Calendar** – Barry and Jen gave Susan their respective activity dates, which Susan put into an Excel document. We will eventually try to get a Google workspace set up for the AWSD.
- 5) **Meter Reading System / Distribution Inventory** – Barry proposed a few options for installation, including replacing just the meter heads vs. the entire meter setup. The readouts may not be accurate to the tenth/hundredth degree, because the base would be old, but Barry and Adam could do the install without having to replace and plumb in an entirely new meter. It would only be an option for customers with a working meter. Customers with non-functioning meters would have to replace the entire meter and have a plumber install it. Since we would be modifying our approach to replacing the metering system, Barry suggested figuring out how many meters, heads, tools, etc, and getting an entirely new quote. The Board approved purchasing 10 meter heads (~\$40 each), to do test installs to see if the concept will work as planned.
- 6) **Election - Bonds** – Done. The documents were submitted, and we received confirmation from the state that both the Oaths of Office and Bonds for the three new members were accepted. Some documents for Ron and Robbie still need to be located and uploaded, but our submissions are no longer in limbo.
- 7) **Andrew Recognition** – Ron spoke to Andrew and reported that Andrew doesn't want a recognition party, not does he want a write-up in the AP Wind. We would still like to give him a plaque to show our gratitude for everything he did for the AWSD. In lieu of honoring Andrew at a public event, the board members may still do a small commemorative write-up to add to the minutes, as a way to recognize his contributions in an official document that is publicly available.
- 8) **SWOT Analysis**
 - a. Rick posited that the Board should start by developing a mission statement before further SWOT analysis, since that will guide all activity and decisions moving forward.
 - i. Mission Statement: To serve our customers with clean, safe, reliable water, in a fiscally and environmentally responsible manner.
 1. A MOTION to accept the Mission Statement was made by Rick. Susan seconded and the motion was approved by unanimous vote.

- b. Rick will send out the updated, consolidated list of concerns, and he asked everyone to place the concerns into one of four squares on a grid, with severity of impact to operations on the x-axis, and probability of occurrence on the y-axis. We will use this a way to evaluate our objectives and priorities, in order to develop a strategic plan.



OTHER BUSINESS

- Barry and Adam just completed the annual dam cleanout.

Maintenance & testing schedules reviewed

- There are multiple tests that need to be done in August, but we're having a hard time getting testing supplies.

A MOTION to adjourn the meeting was made by Rick. Mike seconded and the meeting adjourned at 8:37 P.M.

Respectfully submitted,

Jennifer Cook