

# **ALLENSPARK WATER & SANITATION DISTRICT**

## **Regular Board Meeting**

### **Community Room of Allenspark Fire Station**

**September 12, 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 6:33 PM.

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

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

#### **1) Operations Update**

- a. Leak at Stable – Has been fixed
- b. New Leaks at Summers and Ward – Good-sized leaks; water to both properties has been shut off.

2) **Bank Signatories** – Jen spoke with our designated representative for government banking, who will help with online access to all accounts, and put us in touch with the person who can update the signers on our accounts. We will schedule a follow-up conference call to discuss our accounts.

3) **Bylaws Development** – Susan reviewed the Lyons Gaddis memorandum and thinks there's a bylaw template that we can use as a basis to develop our own. She noted that we are also legally required to post the meeting agenda 24 hours in advance. If we put it on our website, it covers our obligation.

- a. Susan proposed hiring someone to manage the website for us. We will also add the website address to the monthly invoices (both paper and online). Adam will contact

Johnathon to get the login info and any extra website details, but because of the way it was originally set up, we may need to have someone recreate it altogether.

- 4) **Board Calendar** – The calendar is more or less complete. Susan will set up a Google Workspace account for the AWSD, into which we can put the calendar and updates, agendas, minutes, etc. Since we're not-for-profit, we can get a Google Workspace account for free.
- 5) **Meter Reading System** – Barry checked with the sales rep and confirmed that they have ~40 meter heads available, but he's having a hard time getting a quote.
- 6) **Andrew Recognition** – Ron spoke to Andrew and reported that he doesn't want any kind of recognition. The Board agreed that we should respect his wishes, so no action will be taken.
- 7) **Road Repair Needed** – Barry would like to get Board approval to bring in ~10 loads of road base, at a cost of \$8,000-\$10,000. This expense was already built into the budget, so no motion needed, although the Board gave the go-ahead to make the purchase.
- 8) **Budgeting Kickoff** – The budget calendar, planning, and guidelines were discussed. The first draft of the 2024 budget must be presented at the October meeting, and Jen gave an overview of the process and requirements for the new board members. Barry and Adam will work on figuring out non-standard and capital expense projects that we need to budget for. Susan and Jen will meet about the budget in late September/early October.
- 9) **SWOT Analysis** – Some of the board members submitted their probability/priority analysis to Rick since the last meeting. He requested that the remaining members get theirs to him asap and he will plot them all on the grid. Once complete, the Board will vote on what our top three priorities/projects should be.

#### OTHER BUSINESS

- Barry expressed concern about available resources for the numerous upcoming projects that we are looking at in the coming year. We need to hire a third person as soon as possible. We could contract some of the work if it comes to it, but there would be a significant hourly cost vs. hiring a new employee.
  - o There was some discussion around the idea of looking into pooling workers across the different water systems in the area.
- Estes Park Water recently had to pay fines and send a notice to all of their customer regarding backflow assembly requirements because a single person (out of 656 connections) was four months late on their testing. Before we can ask our customer to abide by similar requirements, we need to develop a program to evaluate and test all of the commercial properties on our system. Barry is going to use Estes' template as a guideline, and adapt it to our system.

Maintenance & testing schedules reviewed

Because we failed one pentachlorophenol test ten years ago, we have since been required to do extra testing. Over the intervening 10-year period we've passed every subsequent test, so we'll soon be able to remove the extra obligation from the annual schedule.

A MOTION to go into Executive Session was made by Rick and seconded by Mike.

The Board went into Executive Session at 8:05 to discuss employee pay rates and formats, and adjourned at 8:55.

The meeting adjourned at 8:55pm.

Respectfully submitted,

Jennifer Cook