

MEETING MINUTES

ALLENSPARK WATER & SANITATION DISTRICT

Regular Board Meeting

Community Room of Allenspark Fire Station

November 21, 2023, 6:30 PM

**Postponed from Regular 11/14/23 schedule due to illness*

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, Secretary/Treasurer Susan Lewkow (virtually), Mike Bushue, and Robbie Vinson (virtually)

Board Members Not in attendance: Rick Sullivan

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

Meeting Attendees: None

CALL TO ORDER: The meeting was called to order at 6:32 PM.

A MOTION to approve the October Minutes was made by Susan. Mike seconded and the motion was approved by unanimous vote.

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

1) Operations Update

- a. Three New LCR Sites Added and Approved by CDPHE – All paperwork submitted and the new testing sites are authorized by the state.
- b. LCR Testing Done, Notices Out, CDPHE Paperwork Complete – Some of the new sites tested on the higher side but still below the acceptable threshold. The property owners have been notified of the results.
- c. Trey Shadowing – Trey has shadowed Barry a couple of times now, and the goal is for him to be ready by Spring.

2) **Bank Signatories** – Complete.

3) **Bylaws Development** – No update. This item to be removed from agenda until activity warrants future inclusion.

4) **Board Calendar** – Barring any future additions, the calendar is complete.

- 5) **Meter Reading System: Have Quote. Waiting on Information on New Communications Protocol** – Barry heard back from the sales representative, who confirmed that the quote is basically the same as before. There may be an alternative standard, which would cost less and with longer-range radios, but we are still waiting on more information.
- 6) **New Website Development** – Gary Maguire sent a statement of work for the new website in advance of the meeting, and the Board agreed that the amounts quoted are very reasonable. A MOTION to hire Gary to put together a website based on his proposal was made by Susan. Robbie seconded and the motion was approved by unanimous vote. The Board will have the chance to approve a new domain name if we cannot retain the existing one.
- 7) **Water Rights** – Barry sent a summary of AWSD water rights ahead of the meeting, and brought hard copies of the original agreements for review.
- 8) **2023 Budgeting** – The second draft of the budget was reviewed and discussed.
 - a. Susan presented information on moving our accounts to a Special District investment trust. A MOTION to invest all of our funds into (Special District investment trust), with the exception of \$10,000 which will be left in our current checking account. Mike seconded and the motion was approved by unanimous vote.
 - b. The budget notice will be published in advance of the December board meeting.
- 9) **SWOT Analysis** – Postponed until the next meeting.

OTHER BUSINESS

Maintenance & testing schedules reviewed

A MOTION to adjourn the meeting was made by Susan. Mike seconded and the meeting adjourned at 7:38 P.M.

Respectfully submitted,

Jennifer Cook