

MEETING MINUTES

ALLENSPARK WATER & SANITATION DISTRICT

Regular Board Meeting

Community Room of Allenspark Fire Station

January 9, 2024, 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 (virtually), Mike Bushue, and Robbie Vinson

Board Members Not in attendance: None

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.

The December meeting minutes were reviewed. Susan asked about missing content related to approval to move funds to ColoTrust. Jen will look into it. A MOTION to approve the December Minutes pending the possible amendment was made by Rick. Robbie seconded and the motion was approved by unanimous vote.

A preliminary version of the December financials was reviewed. Yearend additions and changes are still likely, so the final version will be voted on at the February meeting.

1) Operations Update

- a. Sanitary Survey with CDPHE – The first sanitary survey since the microfiltration system was installed is scheduled for January 24th.
- b. New Turbidity Standards in House – The new turbidity standards are in and have been successfully used.

2) **Financial Investments** – The application for Colotruster has been approved

3) Meter Reading System

- a. Agreement with MMWS Signed – The agreement with Meadow Mountain Water Supply has been signed by the Presidents of both Boards.

- b. Innovative Utility is Splitting the Quote for the Two Systems – We are still waiting to get a final quote for our portion of the split system, but we are ready to order when received.

4) Tank Maintenance Quotes

- a. Tank Inspection Diving Co. Contracted for Spring (Midco) - A contract has been signed, and the inspection will be scheduled for some time in the Spring.

5) New Website Development

- a. Schedule? – New Docs Need to be Posted – Barry has a few different documents, including the transparency notice, that need to be added to the site, which he will submit to Gary for posting.
- b. Notification to Customers of New Website on Billing – The new AWSD web address is already being included on customer bills (paper), and on the sales receipts (online).

6) 2024 Budget Approval – Susan reported that she reviewed the final version of the budget and that everything looks correct.

- a. A MOTION to adopt the 2024 budget as presented was made by Susan. Rick seconded and the motion was approved by unanimous vote.

7) Water Rate Adjustment – We are legally required to notify customers 30 days prior to the meeting at which raising water rates will be discussed. Prior to the March 8th meeting, notice must be posted by February 7th about the intent to discuss raising rates. Notices will also need to go out to customers with their February bills, with the goal of implementing the new rates starting April 1st. It was suggested that rates be raised by \$10-\$20/month, but it will be considered at the March Meeting.

8) Special District 2024 Requirements Review

- a. Transparency Notice Approval – Barry has to submit the transparency notice by 1/15, but we need to determine the posting locations and meeting dates before he can do so.
 - i. The Regular Board meetings will move to the 2nd Friday of each month, from February through May, and revert to Tuesdays thereafter.
- b. Meeting Time Posting – The monthly meeting agendas will be posted on the website at least 24 hours prior to the meeting.
 - i. A MOTION to post all required documents on the website and our regular posting sites (Post Office and FD bulletin board) for the first 6 months of the

year, and on the website only thereafter, was made by Susan. Rick seconded and the motion was approved by unanimous vote.

9) **CoWARN Membership** – Prior to the meeting, Barry sent an email about the Colorado Water/Wastewater Agency Response Network (CoWARN). It is a statewide system for the purpose of coordinating water utilities resources during emergency situations.

- a. A MOTION to approve membership into the CoWARN system was made by Rick. Mike seconded and the motion was approved by unanimous vote. Ron signed the form to join.

OTHER BUSINESS

Maintenance & Testing Schedule reviewed

A MOTION to adjourn the meeting was made by Ron. Mike seconded and the meeting adjourned at 7:31 P.M.

Respectfully submitted,

Jennifer Cook