

# MEETING MINUTES

## ALLENSPARK WATER & SANITATION DISTRICT

### Regular Board Meeting

*February-May 2024 – Temporarily changed to second Friday of the month*

### Community Room of Allenspark Fire Station

**February 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 (virtually), Vice President Rick Sullivan, Secretary/Treasurer Susan Lewkow (virtually), and Mike Bushue

**Board Members Not in attendance:** Robbie Vinson

**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 6:31 PM.

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

A MOTION to approve both the December 2023 and January 2024 Financials was made by Mike. Rick seconded and the motion was approved by unanimous vote.

### 1) Operations Update

- a. Sanitary Survey Results – We have not received the final report, but overall it went really well. Our water quality is excellent, and the inspector was impressed with our SOPs and record maintenance system. Three items that we know the report will show:
  - i. First, a deficiency in the wording of plant turbidity. We were taking one sample per day until we implemented the new standards. Because the equipment is better, we are now required to record in greater detail, in 4-6 hours blocks. This item has already been addressed and corrected.
  - ii. The second item relates to a violation regarding a backflow device that wasn't tested in 2022. We self-reported the violation, but CDPHE missed the report. Despite the fact that there wasn't any risk to the public, we are required to send a letter to our customers, notifying them of the failure to test.
  - iii. Third, since we transitioned the plant to the microfiltration system approximately four years ago, we have been using the old filters as pre-filters to the ultra-filters. These need to be backwashed with freshwater from the tank

four times per year, for six minutes; it is an exceptionally remote possibility, but our current setup allows for a chance of cross contamination during those six minutes. As a result, we need to install a new 6-inch pressure backflow prevention assembly. The cost is likely to be \$6k-\$8k for the equipment, piping, and labor.

- b. Leaks – The cold snap caused some significant leaks, some metered, some not, at a few different locations across the system.
  - c. Vacuum System for Crystal Spring – Barry plans to purchase a vacuum system for Crystal Spring to simplify and improve the process of cleaning out the tank. Estimated cost is \$500.
  - d. Trey D-Cert – Trey, our newest water operator hire, just took the test for his D-license and passed! (Congratulations, Trey!)
  - e. Barry March Vacation – Barry is going to be away for ~2.5 weeks in March. Adam will cover the plant, with Trey's help, in Barry's absence.
- 2) **Financial Investments** – We are now fully invested in the Colotrust pool, and our savings accounts with the other banks have been closed.
- 3) **Meter Reading System, Equipment On Order For The End Of February** – Barry submitted the order and the equipment should arrive around the end of February. The initial install and training has not yet been scheduled.
- 4) **New Website Development**
- a. Online Review – Barry notes some corrections that needed to be made, and Susan will coordinate with Gary regarding the changes.
  - b. Additional Documents for Website – Consumer Confidence Report and the Transparency Notice.
    - i. We need to make our customers aware of how/where we are posting important documents. We have two notices already scheduled to go out, and we can direct customers to the website in conjunction with those mailings. Rick suggested being proactive on the reasons for a water rate increase, and include the explanations on the website.
- 5) **Financial Forecast Discussion** – The board members expressed their views and opinions on the amount and timing of the rate increase. There are two main drivers of the increase: water modernization and maintenance, and continuity of experience and operations, both of which will be impossible to fund without a significant rate increase. Ron noted that he would like to wait until more of our seasonal property owners are in town to give them a chance to express

their views in person. The general sentiment from the Board is that a rate increase is imperative, and can't afford to postpone the decision. All District members will be notified and have a chance to make their views known, prior to the meeting at which the issue will be voted on. Rate increase notices are tentatively scheduled to go out with the March bills, public input would be taken at the regular meeting in April, and the rate increase would be implemented as of May 1<sup>st</sup>. Notices will be posted/published in the standard locations.

- a. Jen's Water Rate Tool – Jen created a water rate “calculator” in Excel as a tool to forecast our estimated financial status at future points relative to various water rate increases, and emailed it to the board members and employees to work with in advance of the meeting.

OTHER BUSINESS - NONE

Maintenance & Testing Schedule reviewed

A MOTION to adjourn the meeting was made by Ron. Mike seconded and the meeting adjourned at 7:58 P.M.

Respectfully submitted,

Jennifer Cook