

LA PLATA WEST WATER AUTHORITY

BOARD OF DIRECTORS

Meeting Minutes for June 13, 2018

- 1) Call to Order-Ken Spence called the meeting to order at 6:35pm. Board members in attendance were, Ken Spence, Paul Gray, Roy Horvath, Mardi Gebhardt, Kevin Mallow, Bernadette Cuthair, Barb McCall (Via Phone), Deb Flick, and Frank Smith. Others in attendance- Jack Scott arrived 6:52pm. Kristi Brunner with Bartlett & West arrived at 7:00pm.
- 2) Approve Agenda-one addition note about 811 system, Bernadette-asked to add Ceremony for phase 0-Frank made a motion to approve the agenda, Deb seconded the agenda and it was approved by all.
- 3) Consent Agenda (5)
 - a) Minutes from May 09, 2018
 - b) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount
CWLL	2539	\$3135.23	B&W	730066281	3,693.90
811		\$25	B&W	730066451	\$3,194.02
La Plata Cty.	CO Motor Vehicle Services	\$229.81	La Plata Cty.	CO Motor Vehicle Services	\$205.27
LPEA	Intake	\$1439	LPEA	Booster	\$1439
WildBlue	June	\$62.28			

- c) Deb moved to approve the consent agenda, Bernadette seconded the motion which was approved by all.
- 4) Comments and communications (5)-Mardi spoke with Mary Shinn of the Durango Herald. Mardi spoke with Stacey Rhoades from Church Hollow area, selling home, asked for note on status of project. SDA magazine in the mail. Mail- Jay Jensen sold property and is transferring water commitment. District 9R fully completed Water User agreement received.
- 5) LPWWA Administration
 - i) Finance – Mardi Gebhardt (15)-Phase 0- Canyon Construction-contract 1 pay app #16 \$332,299.08, Contract 4 pay app 14 \$8,787.50, Durango Herald bid advertisement \$222.63 Omni Security \$8,805.00. B&W Invoice # 730066726 Construction Observation \$1,376.20, LPEA two invoices for meter reading period 5/29/2018 Booster \$1,439 LPEA Intake meter June 1, 2018 \$1,439. Loan opening for the construction loan with First National Bank- Origination Fees-(reimbursable) Loan Closing tomorrow \$16,772.60.
Deb made a motion to approve the additional bills as Mardi has presented them Paul seconded the motion which was approved by all.
 - ii) Letter to the tribes was sent to address the overbilling and method of correcting the invoices.
 - iii) Mardi received back from Beckstead-the audit guidance letter to address journal entries.
 - iv) Mardi asked that recurring charges such as the electric bill be able to be pre-approved for payment.
Kevin made the motion that in the cases of utility bills, that are recurring, that we give the Treasurer the ability to move forward with the payment with Concurrence of two signatories from the Board. Barb asked that these be tracked in the minutes as part of the Treasurer's report. Motion approved by a vote of 9 in favor and 0 opposed.
 - v) Ken mentioned we have been getting the easement cost spreadsheet total \$15,760 at this point.
- b) Official Name for Intake Structure location (5)-standard name for the intake structure. Kevin suggested LPWWA One. Ken suggested letting PR committee come up with some options to bring to the Board.
- c) Manager and/or Accountant – Ken (10)-Ken asked if we wanted to determine which committee could start working on developing a business plan and or at least outlines of what we would look for in these two positions. Kevin stated that the bookkeeper has been taken care of by Mardi and she has devoted a

tremendous amount of time to this, more so than any other board member has been asked to do. It should be a paid position. Kevin asked what level of manager we need? Mardi, Barb, Roy, and Deb agreed to be on the committee for plan development. Roy thought this would be an opportunity to get the manager on board and get familiar with the system.

- d) PR Report- Phase 0 Ceremony- Bernadette brought forth some dates that Chairman Cuthair is available, but the month for the ceremony is July. We need to propose dates. Looking at July 26 or 27th for the Ceremony.
 - e) Deb has spoken with Durango Area Association of Realtors and we can put anything we want in their weekly newsletter. Deb suggested we put a flyer in their newsletter to start with, then update them through their newsletter. Brennan's weekly bulletin out of La Plata County shows all transfers in La Plata County but with a cost about \$28/ month. Deb reported the celebration expenses would be about \$400. Kevin asked if there will be any handouts, Deb replied no, but a picture of the group that could be displayed in the respective offices would be given. Roy stated there is a lot of interest from the UMUT Tribal Council for a tour of the facilities. Kevin stated the SUIT Tribal Council will tour the facilities on June 29th. There was some clarification offered to the Council's that explained which entities hold water in the lake.
 - f) 811 call before you dig has changed and tier 2 is no longer available. Pay per call of \$1.45. We got in under the grace period and will not pay the cost until January 1, 2021.
- 6) Phase 0 Design/Engineering – Kevin Mallow-7 day test- Ken will write a letter to Keith that says we need the programming to be completed the 25th of June, and training the 26th and pump test starting the 27th.
- a) Security at Intake Structure – Kevin (10)-security cameras are installed and can viewed. Kevin met with the Fire Dept., Durango Police Dept, and La Plata County Sherriff's Dept.. Kevin stated that he told the agencies that they need to write a ticket to anyone who is not down there for official business. Anyone holding a fishing pole, or picnic basket, and not on official LPWWA business will get a ticket. We do not want the authority's doing patrols down the road. More signage is needed. LPEA couldn't get down the road to read the meter. Mardi asked what split the security cameras would fall under, Kevin and Bernadette said it will be a 210 cost.
 - b) OM&R Report – Frank (5)-meeting scheduled for the 19th has been postponed. Ken asked about a tracer wire detector.
 - c) Kristi reported that Jeff tried to meet with the BOR and they want the- 90' of the culvert installed. Bartlett & West proposed to pay for the road repair and the indirect costs. \$12,818.40 is the total cost- road repair \$2,185, Indirect cost \$2,920. Materials \$3,525. We propose to split the total cost with B&W. Frank would like B&W to look at whether it will interfere with the 30" line or not before we agree to pay this. Once this is known and no interference is will be encountered, Ken will send out for a vote. Canyon will pothole and confirm if the culvert will not interfere with the 30" line. If the culvert interferes with the 30" line Kevin made a motion that we go ahead with installation of the culvert that was left out of the final design, if B&W will cover half of the total cost proposed of \$12,818.40, if the culvert install is in conflict with the 30" line as installed, that Canyon cover the cost of resolving the conflict, and Roy seconded the motion, approved by all.
- 7) Phase 1 Design/Engineering – Mardi Gebhardt- closing on the construction loan tomorrow. Ken and Mardi and maybe Gene Bradley will attend. Only one easement is outstanding- the tribal property along Hwy 140. 30 day comment period has passed and it should be moving forward.
- a) Easement Resolution (15)-Amy drafted the easement resolution, Kevin was going to get with Amy, and was unable to do so. Roy has some concerns with how the resolution is worded. Roy will draft the letter to Phase 1 land owners to send via certified mail. Barb volunteered to put the easement vs. Right of Way list together. \$15 per foot of re-route to cover the traffic control, county ROW cost, additional compaction costs, etc. Ken asked the legal committee to rewrite the resolution to get it where we can send it out.
 - b) Office Property Update – Roy (5)-once we pull a septic permit, it is good for a year if we don't do anything, if we dig test holes we can have two years to complete.
 - c) ALP Water Acquisition – Roy (5) Roy got back with Bruce and he was happy with the language in the agreement and was ready to send it to the attorney.

- d) *B&W Engineers for Phase 1 (15)-construction management resident observer of the Phase 1 project- Kristi reported resident observers are typically not engineers. We need to know that the capacity of B&W will fulfill our needs going forward.
 - e) Kristi- spoke with Charlie of LDWA about the water rates. Barb suggested that the 7 days of water being pumped to the Lake Durango be used for the construction water. Ken stated that the water being pumped is bought by LDWA.
 - f) Kristi received a question from a contractor, about warranty of 10 years as opposed to the 2 year provided by the manufacturer's warranty.
- 8) Phase 2 – Design/Engineering - Ken Spence (10)-Mardi suggested maintaining the vernacular from one phase to another. And don't make it too simplistic. Ken asked about the water meter input – what type of service, cell, remotely read, cost difference – considering Neptune, Badger, and Metron.
- 9) Adjourn-9:55pm
Minutes as reported by Frank Smith, LPWWA Substitute Secretary Frank Smith
Minutes approved on July 11, 2018

Next LPWWA Board meetings – July 11 & August 08, 2018

This Agenda may be amended prior to the meeting as allowed by law. The most current agenda will be posted on the Board's website at <http://lpwwa.org/agendas.php>. Prior to voting to go into Executive Session, the Board will declare the topic(s) of the Executive Session pursuant to § 24-6-402, C.R.S. It is anticipated that any marked () agenda items may be discussed in Executive Session and acted on by the Board at this meeting. Any action taken by the Board will occur in regular session, open to the public. The Board may address the agenda in any order to accommodate the needs of the Board and the audience.*