

**LA PLATA WEST WATER AUTHORITY
BOARD OF DIRECTORS**

Meeting Minutes for November 8, 2017

1. Call to Order- Paul Gray called the meeting to order at 7:07pm. Board members in attendance were Paul Gray, Bernadette Cuthair, Kevin Mallow, Mardi Gebhardt, Ken Spence, Deb Flick, Roy Horvath, and Frank Smith. Others in attendance were Kristi Bruner of Bartlett & West.
2. Approve Agenda-Bernadette made a motion to approve the agenda as presented, Kevin seconded the motion which was approved by all.
3. Consent Agenda a. Minutes from October 11, 2017 meeting b. Invoices-Kevin made a motion to approve the invoices on the consent agenda, Bernadette seconded the motion which was approved by all. Kevin made a motion to approve the minutes, Bernadette seconded the motion which was approved by all.
4. Comments and communications-Mardi reported on the mail received, one notice from Dunn & Bradstreet, the SDA newsletter, Frank reported that Watkins has the easement completed and will get it from him.
5. Board appointments – Barb, Frank & Deb-Frank submitted a letter to La Plata Water Conservancy District, they were to consider it at a meeting on November 6, 2017. Mardi made a motion to elect Deb Flick to the Board as our appointee, Roy seconded the motion which was approved by all.
6. Discuss Officer positions-Ken stated that no matter who might take on the President position cannot be expected to do what Roy has been doing. We discussed creating job descriptions for the officers. Roy was going to put together a list of things he does and categorize them maybe by committee or some other way.

Committee Reports

1. Finance – Mardi Gebhardt Adjusted proposed Budget, Budget Notice to go out Tracking of Consent items that are approved --Mardi met with Gene Bradley today to review what she had proposed for the budget and he suggested some changes, Mardi is half way through the changes. She will send out the revisions to the Board for review. Other invoices that were received since the consent agenda was finalized. Colorado WRPD \$3,705 , Permit for the L&E \$194.16 has already been paid as it had to be filed with the permit. Canyon Cons \$59,619.11, contract #4 pay application #10 125 pipeline \$82,543.02, Bartlett & West Construction Observation Phase 0 \$16,743.15, Construction Milestone \$588.00, rural distribution and tank design \$60,625.96. Mardi stated that all of the invoices for Phase 1 will be submitted to USDA for reimbursement. \$37,014.49, \$18,139.11, \$35,358.35. Phase 0 invoices Kevin made a motion to approve the payment to CWRPD \$3705 , B&W invoice \$588 and B&W invoice #730063782 amount of \$16,743.16, Deb seconded the motion which was approved by all. Phase 1 invoices- B&W Kevin made a motion for the approve Invoice #730063786 for \$151,137.91 for work completed on planning of phase 1 and that these would not actually be paid until we are approved for our line of credit, Deb seconded the motion which was approved by all. Mardi presented an issue that the auditor brought up concerning the consent agenda and tracking the invoices that were approved to pay through the consent agenda's. Kevin suggested listing the items for approval on the board drive so it is evident what will be voted on. Kevin also suggested the invoices be listed on the Agenda by Company and Invoice #. Bernadette suggested the backup for the payment would be the copy of the cancelled check or bank statement. Roy asked if a special meeting is needed to review and approve the budget

2. Legal/Negotiations – Kevin Mallow

3. Phase 0 Design/Engineering – Kevin Mallow- 8” will be to a stopping point this week.

LDWA_LPWWA 1st Amendment is ready and will be reviewed with Charlie. Charlie would like to have us identify what our fixed and operating costs will be before finalizing operating agreement. Kevin will send to Amy for review. Construction meeting report- update provided by Kevin. Mardi received a change order from Canyon Construction for the extension of the Substantial Completion and Final payment dates only a no cost modification. Change order #2 is for change substantial completion date from August 1, 2017 to February 1, 2018 on contract #1 and also change the final payment date from September 1, 2017 to June 1, 2018. Change order #2 for Contract number 4 is for the change of substantial completion date from August 1, 2017 to February 1, 2018 and final payment date from September 1, 2017 to June 1, 2018. Deb moved that we approve the change order 2 presented by Canyon Construction for Contract #1 & Contract #4, Kevin seconded the motion. Roy offered an amendment to the motion that we do not incur any additional cost for construction observation and inspection without our review and approval. Frank seemed to recall that we may have the option to have Canyon pay construction observation costs in lieu of liquidated damages for extending the contract time. The amendment to the motion was agreed to and Approved by all. Date to start the CR141 section of the pipeline is proposed for next week. Bernadette added some observations from the meeting, about the fence- an executive decision was made to use the fence that was taken down around the intake structure, reuse it up at the booster pump station. Screens out to bid in the next week or two. Basket inside the wet well will need to be taken out when the pumps are set in the well. Testing of the pump- water- whose water will be used for the test pumping? Roy asked about the reseeding that is mentioned in the minutes, Kevin stated he wanted them to wait until the soil temperatures were below 40 degrees to prevent germination this year.

OM&R report-the committee asked the board to consider allowing Charlie to attend OM&R meetings to expedite recommendations and have LDWA’s input without having to have separate meetings to relay information.

Additionally, we asked if the LPWWA Board would consider asking the ALP OM&R Association if they would consider running the Intake Structure and Pumping Plant. If so, we will draft a letter making the request.

The consensus is to move forward with the committee’s recommendations.

4. Phase 1 Design/Engineering – Mardi Gebhardt- Kristi asked if we want lettering on the tank. We considered the distance from the travelled way, and would like to see the cost for doing so. Kristi reported they met with USDA today. Plans and Specs are together and they are being reviewed by an experienced field person to mark up any inconsistencies in plans and specs. Submittal set to Duane by November 17th. Updated cost estimate, resin for pipe making is more readily available now than directly after the hurricanes. Kristi also spoke with a traffic control company to get ball park numbers of \$500 and \$1000 per day for traffic control without flaggers and with flaggers respectively. Working on La Plata County permits (~50 submitted now). La Plata County Building permit needed for tank site. Mardi asked if L&E covered the tank site? As she understood it covered the tanks site and pipeline. CDPHE review time is 3-4 months. Plans and specs need to be stamped prior to sending to CDPHE. Williford Resources doesn’t require permits for crossing their facilities. Irrigation ditches are of concern, whether we need to get permits or pay fees to cross. Kristi is looking at specifications and standard details for irrigation ditch crossings. Mardi reported that we have to have all of our easement issues resolved prior to construction. Amy’s opinion has been sent

in to USDA. GPS system to locate waterlines as opposed to tracer wire? Kristi will send us cost estimates for arcgis software.

Tank site is a really big issue right now. Corners are surveyed, and Trautner has been out to perform the geotech. Landowner balking at the height of the tank and has not visited the site. We cannot have a lease payment annually but we can have a one-time payment for the lease term.

5. Phase 2 – Ken Spence –We did not get to the remaining topics on the agenda
6. PR/Marketing/Web Presence/Board Timeline – Ken Spence
7. Archive/Information Access & Naming – Ken Spence
8. Grants/Fundraising – Roy Horvath 9. Engagement/Capacity Building – Roy Horvath

New Business

1. Next LPWWA Board meetings – December 13, 2017 & January 10, 2018

2. Adjourn- 9:44pm

Minutes as reported by Frank Smith, LPWWA Substitute Secretary



Approved On December 13, 2017