

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


**Meeting Minutes for December 5, 2018**

- 1) Call to Order - Meeting called to order at 6:42pm by Ken Spence, Board members in attendance were Ken Spence, Kevin Mallow, Deb Flick, Roy Horvath, Mardi Gebhardt, Barb McCall (via phone), Paul Gray, and Frank Smith
- 2) Approve Agenda-Mardi made a motion to accept the agenda, Deb seconded the motion which was approved by all.
- 3) Update on Phase 0 Progress-Ken reported that he heard from Jeff today that some of the parts for the hydrant are in but they are waiting on precast. Meeting tomorrow afternoon for OM&R committee to go through the asset list . The as-builts are at the printer. Meeting on the 18<sup>th</sup> 9:00am until we are done to try to get through the as-builts and final cost calculations, etc. The alternate for the culvert has not been approved by BOR. We were tasked with one thing leaving the meeting from August, once we supplied the information, the target moved. Kevin has questions on if there is still a use for the water that is granted by their right. Kevin suggested that we have Amy look into the water right and its conditions. Water right or NEPA compliance is the anticipated answer no matter what information we provide. Roy seemed to recall and asked if there were two documents of the EA that one didn't require a culvert and the other did require a culvert. Ditch was breached prior to our project being built, and the functionality now is the same as it was before our project. Can the EA be amended, and/or other options.
- 4) Approve Phase 0 Pay Apps and other invoice-Deb moved that we approve the pay applications 15 &16 and modification #4 of Contract 4 presented based on the summary sheets and contingent upon the backup sheets being corrected. Paul seconded the motion, approved by all.  
Contract 1 Pay 18 & 19 & Change order #7-Mardi made a motion to approve Pay App #18 & Pay App #19 and change order #7 for Contract #1, Deb seconded the motion, approved by all. The electric bills paid by LPWWA but should have been paid by Canyon Construction, LPWWA needs to recover those costs. Frank suggested holding the retainage check until the check is received from Canyon Construction for reimbursement of the electric costs.  
Pay application from Associated Underwater Services for screen installation contract, retainage- \$13,560, Deb moved that we approve pay app #3 in the amount of \$13,560 to Associated Underwater Services, Paul seconded the motion, which was approved by all.  
Invoices received- Berger Appraisals, LLC for Schmitt triangle \$425, Invoice to pay mountain shadows 4-H for serving at celebration \$385.00. Deb moved that we approve the bill in the amount of \$385 to Mountain Shadows 4-H club for serving at our celebration, Paul seconded the motion, approved by all.
- 5) Audit Phase 0- OM&R committee is looking into getting an auditor. Kevin suggested putting out an advertisement seeking auditors to audit the project. Deb suggested maybe going to CRWA to seek input from them on auditors. Kevin believes the cost of the audit could be split as a project wide cost. Deb is willing to look into CRWA and see what they may have to offer as far as auditors.
- 6) ALPWCD Grant-Mardi made the motion for Ken to sign the ALPWCD Document of Understanding, Barb seconded the motion. Approved by all.
- 7) Discuss Colorado Rural Water Association (CRWA)-Paul asked about the two levels you can belong to. Ken brought up the website- we reviewed the associate and system memberships, the system membership seems to have more to offer. Roy made a motion that we apply as a system membership with CRWA at a total cost of \$225, Deb seconded the motion. Approved by all.
- 8) Discuss Manager and Bookkeeper positions-Deb put together a job description for the Bookkeeper/clerk position, Roy put together a General Manager job description. Deb stated that contract may be the way to go to start as some people like to get in and start a business, for instance, setting up policies and procedures, etc.

others prefer to work after the business is established. Mardi mentioned ASAP group that she received some training from may be willing to come in and offer advice. Roy mentioned a lady (Thia) out of Mancos that may be willing to come and visit with us about setting up. There are several options locally that we can look into. Frank mentioned there is an office for Small Business Administration in Durango.

9) Adjourn-Frank made a motion to adjourn at 9:01pm.

Minutes as reported by Frank Smith, LPWWA Substitute Secretary



Approved on January 9, 2019

*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.*