

## MEETING OF THE BOARD OF DIRECTORS OF LA PLATA WEST WATER AUTHORITY

The Board of Directors of the La Plata West Water Authority held a regular meeting open to the public Wednesday, November 13, 2019, at 6:30 p.m. at the Hesperus Fire Station located at 22868 Highway 140, Hesperus, CO 81326. In attendance were: Roy Horvath, Paul Gray, Mardi Gebhardt, Barb McCall (via teleconf), Ken Spence, Kevin Mallow, Deb Flick, Frank Smith, Renee Lewis (RGL), Steve Krest, Tom McCarl (B&W), Larry Kirkschmann (B&W), Archie House Jr. (Ute Mountain Ute Tribe), Doug Mize, Brian Conner, Aaron Preator, Lynn Stutzman (B&W) via teleconf.

The minutes are as follows:

- 1) Call to Order at 6:35 pm by Roy Horvath with introductions.
- 2) Approved Agenda – no changes
- 3) Consent Agenda: **Motion** to approve by Mardi; second by Paul; all approved.

Company	Invoice #	Amount	Company	Invoice #	Amount
RGL Consulting	005	\$3,450.00	TBK Bank	Loan Interest	\$5,526.48
CWRPDA	December 2019	\$3,705.00	TBK	Late Fee	\$215.30
Interior West	2019-02	\$985.00	Larry's Electric	1269	\$798.84
LPEA		\$1,673.00	Bartlett & West	730072871	\$23,487.25
Bartlett & West	730072872	\$3,571.25	Mardi Gebhardt	Overdraft Payment	\$31.00
ESRI	Quote Sheet	\$500.00	ASAP	100572	\$566.90

- 4) Minutes for October 9, 2019: **Motion** to approve by Frank; second by Deb; all approved.
- 5) Comments and Communications: Mardi heard from Melissa Lindblum in Church Hollow re WUA held with Favor Homes; wants to upgrade to a primary. Mardi inquiring with board on carrying a note. Louise Lippincott called about water line in area of excavation. Larry asked the question about sizing at meter to home line in our regs for pressure settings, and that distance to home will determine pipe size.
- 6) LPWWA Administration
  - a) Finance: Mardi reported budget items of interest: the purchase of our WUA, insurance renewal, budgeted more this year due to rising prices, general operating legal still working on items, audit, ASAP accounting; reported account balances, and other treasury documents.
  - b) Grant funding application(s): Roy reported that he is focusing on the application with SW approx. \$50,000 asking since we need to match cash or in kind. May have a generous funder to supply us with approx. \$40,000 interest free for 10 years. BOR may have some monies under the drop programs.
  - c) 811 assistance: With increased locate/response tickets coming into Barb every day, we need to define how to handle these for the future. Tom McCarl with B & W and Barb have been working together to determine responses for each. A locator instrument is needed that has a tablet GPS for linking to GIS program. R2 unit is good instrument per Larry. A homeowner asked about the meter locations and ability to move along the waterline
  - d) Transfer of Reserve Accounts requires upgrade to Primary Subscription: Mardi and Renee working on upgrading the regulations to accommodate upgrade from reserve to primary verbiage. Mardi concerned about liability of increasing property values indirectly with regard to a property owner trying to sell the parcel. Deb, Roy, and Kevin disagreed and think it should be policy. Mardi to send revisions to Amy for review.
  - e) Special meeting prior to December 11, 2019, for election of (interim) officers: three interested participants (all three present at the meeting tonight). Thursday, November 21, 2019, 6:30pm; meeting location to be checked by Roy. Also will be working on the budget, regulations, etc. during the meeting.
- 7) Phase 1 Design/Engineering
  - a) Project update, outstanding issues, remaining cultural survey, schedule update: Tom provided update on contractor. Tie-ins and bores still needed in some areas. Have 120 meter pits in stock; started at the south end of project.

Larry stated the tie-in to LDWA on Blue Hill is in and water headed for the tank, 66 gallons per minute, and need to work with LDWA to not overwhelm their system. Need a fence to keep cows from rubbing on electrical boxes. **Motion** made by Mardi to contact Frank Greer for a simple fence with a walkway gate; second by Paul; all approved. Frank will provide fencing materials. Lynn was requested to provide updated schedule. Remaining cultural survey is outstanding.

- b) Update on Rate Study: Renee reported that she met with RPI and ESB in October. ESB has rate calculation spreadsheet with graphics with info provided by us. All have some pros and cons. ESB will work free of charge. Also working with Scott Thomas for definition on OM&R Checks and balances in working with all these entities. Looking for a rate that will cover all expenses and contingencies.
- c) Office site status: Roy stated that Paul worked with the county; we have the driveway permit off 122, and don't need a culvert on the CR119 access. Metal shed being disassembled by Grant.
- f) Engagement of GIS specialist to assist with data migration and ESRI renewal, server options, data migration: Roy working on getting a database from B&W and license renewal. Erin Slade at \$60/hour needs to be engaged to get it all set up.
- d) Ratification of decision to execute legal services agreement with Butler Snow (bond counsel): Transition to new entity to work on tax-free, non-profit organization for \$15,000. **Motion** made by Kevin to engage Butler Snow per contract provided, and thereby releasing CCL; second by Frank; all approved.
- e) Resolutions 2019-5 USDA Loan and 2019-6 USDA Bond: Roy provided copies of the Resolution 2019-5 and 2019-6. **Motion** made by Kevin to accept the USDA loan (Resolution 2019-5); second by Paul; all approved. **Motion** was made by Kevin to accept the USDA bond (Resolution 2019-6); second by Frank; all approved. Roy and Barb to sign final copies.

#### 8) Phase 0 Design/Engineering

- g) Update on ditch contouring, culvert installation, weed mitigation, re-seeding: Roy reported Canyon still locating leak in the pipe up to booster station and culvert installation. BOR asked for more work on areas north side of road to determine the concern in those areas. Reseeding was verbalized as ok per Jim Formea with BOR via Kevin last month. Roy stated that we may need to reseed other areas nearby, and he will check on weed mitigation. Kevin to contact Jim Formea re document for file. Culvert installation is on hold due to BOR decision on ditch contouring.
- h) City of Durango camera and internet alternative connection at intake building: Roy reported that the wall penetrations are in and ready for wiring. Entering a MOU with the City for this connection. Roy will send back to city after feedback from board on locations in pictures and the MOU document on the board drive. Cost was \$800 for this work. Dave Gebhardt was possibly interested in doing the SCADA work, but declined so it is likely that Timberline will be used for this work.
- i) Project Audit status, OM&R Committee status, and Tribal Council Presentation on November 20, 2019: Roy prepared a power point presentation and revamped some items for the Tribal presentation. Kevin reported that they have been working on the tracking items needed to finalize the project audit, and he is hoping for the 19<sup>th</sup> of November to have it finished. Scheduled meeting with Mardi to finalize. Roy suggested using Scott Thomas for some of the OM&R items.

9) Future Phases – Design/Engineering: Mardi reported the committee met last week. Crucial steps were discussed to bring to the board. Non-disclosure agreement discussed to enable the non-board members to be able to access our database lists and other information, and to schedule some time with the Manager on engaging the community, recruiting, and ultimately writing RFPs, etc. Mardi set up a meeting with USDA at 9am at the Breen building tomorrow to look at RFP applications and funding aspects for the future. Mardi to develop a non-disclosure agreement from the board manual.

10) Potential Executive Session entered at 8:58pm to discuss outstanding invoices. Tom, Larry, Doug, Eric, and Brian left at 8:58. Roy made **motion**; all approved to enter session. Session exited at 9:14. No actions were made.

11) Adjourned at 9:15pm by Roy Horvath Next LPWWA Board meetings – December 11, 2019, and January 8, 2020

Respectfully submitted,

Barbara A. McCall, LPWWA Board Secretary