

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

Meeting Minutes for January 9, 2019

- 1) Call to Order –meeting was called to order at 6:37pm. Board members in attendance were: Ken Spence, Mardi Gebhardt, Paul Gray, Kevin Mallow, Barb McCall (via phone until 9pm), Roy Horvath, and Frank Smith. Deb Flick joined the meeting by phone at 7:12pm. Others in attendance were: Kristi Brunner, and Joe Silveria with Bartlett & West (arrived at 6:52pm)
- 2) Approve Agenda-Kevin made a motion to approve the agenda as amended, Paul seconded the motion which was approved by all.
- 3) Consent Agenda
 - a) Minutes from Dec 5, 2018, Dec 12, 2018
 - b) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount
Inmotion	2019	207.75	Interior W. Consulting	LPWWA-Invoice1	7,871.25
WildBlue	Dec 2018	62.28	Amazon – Intake Locks	8397038	71.75

Mardi made a motion to approve the consent agenda, Paul seconded the motion which was approved by all.

- 4) Comments and communications-Mardi reported that she has heard from two realtors in the past week. Inquiring about water to Red Mesa. Today she heard from someone at 3500 CR 100, asking about water to that area. Both instances they asked about putting money down and Mardi told them we aren't accepting commitments at this time. Frank stated that he delivered blue stakes to Gabriel Watkins and Mr. Shirks.
- 5) Election of Officers 2019-Ken passed out a list of duties for President and Vice President. Kevin stated the roles seem to be interchangeable all except conducting board meetings, Kevin feels that duty should remain with the President. Roy stated he would be willing to take on the role of President again. Kevin nominated Roy to be President, Mardi seconded the nomination. Unanimously approved. Mardi nominated Ken Spence to be Vice President, Roy seconded the nomination, unanimously approved. Roy nominated Mardi to be treasurer, Ken seconded the nomination which was unanimously approved. Frank nominated Barb for Secretary, Paul seconded the motion, unanimously approved. Barb will prepare a new resolution listing new officers. Resolution number will be 2019-2.
- 6) Resolution 2019-1 - Meeting schedule, posting locations-Frank made a motion to approve resolution 2019-1, Roy seconded the motion, further discussion, Paul brought up the issue presented by the school about posting at the school. Roy mentioned posting at the Breen Community Building. Frank amended his motion to change the school to the Breen Community Building as a posting place. Approved by all.
- 7) LPWWA Administration
 - a) Finance – Mardi Gebhardt- Mardi reported that the invoice for the P.O. Box came in. If we pay it quickly it will only be \$97, if we wait until later, there will be extra fees. Ken asked why we don't have the box out here. We will wait until we have our office set up to change address. 2101 CR 101, transfer of commitment. Invoice for new locks- Mardi needed information on where to charge the cost for the locks or how to bill it. One lock will be project wide cost and the other lock will be a 125 pipeline cost. LPWWA needs invoice from Interior West for arch services. The current invoice is issued to Bartlett & West. Mardi tried to submit already to USDA but it was not accepted. We will not pay until we get the corrected invoice. Mardi stated we are hoping B&W will consider doing a scope change for the invoices and Kristi stated she is really close to having it prepared. Bruce Whitehead cashed his \$500 check. Kevin made a motion to approve and pay the invoice for the P.O. Box and Roy seconded the motion which was approved by all.

- b) Insurance Property Premium– Mardi Gebhardt-Mardi got quotes from CSVA but from Lauren Hicks with F&M. CSDPLP quote 1365.03 with a 2500 deductible. With \$5000 deductible it goes down to 1243.53 annually. We did not decide on the coverage at this time. We will review and select the coverage as we get closer to the end of contractors insurance coverage.
 - c) Revise Committee members – Ken Spence-Phase 0 committee will go away once close out is complete. We went through the list and updated the committee listing. Kevin suggested talking about the roles of committee members at the next meeting.
 - d) Bookkeeper update- Mardi Gebhardt- Mardi presented an email from ASAP listing what they believe needs to be done as far as diagnosis of QuickBooks, tech assistance services. And ongoing monthly accounting services. Mardi, Deb and Kristi will work on developing a scope for the request for proposals. Mardi and Deb recommend hiring ASAP to complete step one of their proposal. Deb moved that we take the first step with ASAP to do a diagnosis of our QuickBooks, Kevin seconded the motion- unanimously approved.
 - e) Manager Update – Roy Horvath- Roy has a name of a lady that has worked with PAS in Pagosa. She is a retired attorney that is interested in being a manager. Deb suggested advertising on CRWA and looking to them for resources on how to establish policies and procedures.
 - f) Schmitt property – Roy Horvath- Roy was working on this today. He sent drafts of two deeds to Amy. The meets and bounds survey is complete. There is slightly less than two acres to the triangle parcel. Roy spoke with CDOT. Should have it buttoned up within the next couple of weeks.
 - g) Role of the LPWWA attorney in negotiations-Kevin wanted to discuss, what our attorneys role should be and we should involve her early on so she is not coming into the picture after things have developed. So she can advise us throughout the process, rather than after the fact. We need to figure out a way to authorize the President authority to make decisions and move forward with the attorney. Legal committee would also like to meet with the attorney periodically to keep abreast of legal matters. Mardi asked if we could have Amy attend our monthly meetings. It would be less expensive to have the committee meet with her and report back to the board. Roy suggested selecting a point person to work with Amy to move things forward and report back to the board. Kevin will put together something on how this could possibly work with Amy’s input.
- 8) Phase 1 Design/Engineering – Mardi Gebhardt-
- a) Vault location – Kristi-reported that she found a 3’ vault for the meter with mechanical readout with radio. Charlie is ok with a tee or tapping into the 8” line. Charlie will look into whether the vault could be placed within the LDWA easement. The ballpark cost for the additional vault will be ~\$6500-7000. Ken asked Kristi to get a clean price for the additional vault. Joe suggested that if LDWA easement shows that we can place an appurtenance in their right of way it won’t have to be surveyed.
 - b) Bore on 141 at Harpers – Ken Spence- Joe reported that it would be best to bore through the Harper driveway and ditch.
 - c) Possible Reroute on CR128 & CR129 – Ken Spence
 - d) Ditch Consent – Roy- got the agreement back on the Slade but the Treanor, HH and Townsite have not been returned.
 - e) Executive Session on Legal matters- Kevin made the motion that we go into executive session, Roy seconded the motion which was approved. Our engineers were asked to remain in the meeting. We entered executive session at 9:02pm. We left executive session at 9:33. Mardi made a motion that Kevin Mallow write up the negotiation points and develop a document with our attorney to work through easement issues on the Christy property which is on the corner of CR 128 & CR 129 and work with the property owner and their attorney to resolve easement. Paul seconded the motion. Unanimously approved.
 - f) Kristi spoke with Charlie about the upgrades to the pumps. He is willing to run the piping but we need to purchase the pump. Ken asked for a cost breakdown of what will be included and who is responsible for what.

- g) Williams Construction has not returned to the site due to the government shutdown and would like direction from LPWWA on whether we will pay them during the government shutdown. We cannot process payments during the government shutdown as the USDA must review the pay applications.
- 9) Phase 0 Design/Engineering – Kevin Mallow
 - a) Intake Structure locks- locks are here and Ken will install them later when everything is done.
 - b) Closeout with Canyon- Ken stopped by and looked at the progress thinks they are close to being done.
 - c) Financial audit prior to closeout of Phase 0
- 10) Future Phases – Design/Engineering - Ken Spence- Ken will invite a couple of people in each of the future phase areas shown on the map and get a feel for what areas might really be interested. Standing date for meetings is the Tuesday a week before the board meetings.
Audit for Phase 0- Mardi asked if the audit should be for a portion of the project or the entire project, and how it would be split. Mardi asked that we get something in writing from the Tribes and LDWA confirming the audit agreement, and split of the audit costs.
Roy will work on a letter to the UMUT requesting to reappoint Bernadette.
- 11) Adjourn-Kevin made a motion to adjourn at 10:11pm, seconded by Paul and approved by all.

Next LPWWA Board meetings – Feb. 13, 2019 & Mar. 13, 2019

Minutes as reported by Frank Smith, LPWWA Substitute Secretary Frank Smith
Approved on February 13, 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.*