

LA PLATA WEST WATER AUTHORITY

Meeting Minutes March 13, 2019

Present: Roy Horvath, Ken Spence, Paul Gray, Barb McCall, Deb Flick, Mardi Gebhardt, Frank Smith

- 1) Call to Order at 6:46
- 2) Approve Agenda – changes or additions: Ken suggested adding LDWA letter from Charlie under #7, also Ken needs scanner fixed that he is using for board documents. Mardi suggested adding complaint form, Ken suggested adding intake lock. Motion to approve agenda by Mardi, second by Deb, all in favor.
- 3) Consent Agenda – Deb concerned about closeout on Phase 0. Deb had a question about an invoice pertaining to the invoice from B&W for \$810.00 for ‘Phase 0’. Deb’s concern is there are still bills that haven’t been paid so we cannot perform an audit until the books are closed. Motion to approve consent agenda items by Paul, second by Deb. Approved.

a) Minutes from Feb. 13, 2019

b) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount
Western Land Survey	5434	\$850	CWLL	2924	\$922.50

- 4) Comments and communications
 - a) Mardi handling transfer for Lee and Sandy Campbell, and Pam Cordova in Red Mesa called wondering about status and could help with her waterhood.
 - b) Complaint letters regarding potholes in driveways on CR141 read by Mardi. She stated we received 2 on email.
 - c) Deb in contact with Pam Moore with La Plata Homes and reminded her to tell everyone with the realtor association about the project. Roy wanting to get in touch with realtor’s association again. Deb said their newsletter is effective.
 - d) Roy sent a letter to the SW District about irrigation water and to Tribes.
 - e) Mardi talked with Kirk Russell with CWCB re final payment.
- 5) LPWWA Administration
 - a) Finance – Mardi Gebhardt covered Tribal outstanding billings. Ken suggested letter requesting payment. Need to go through Ph. 0 agreement regarding terms. Mardi says 30 days, and there should be no reason to not pay. Putting LPWWA in a bad position with the vendors. Kevin, Roy and Mardi to work on letters. Mardi provided account balances after paying most recent invoices. Roy thinks best to not draw on TBK construction loan until April for Great Plains, loan amount covered by August and can get it paid off before end of the year, 5 months or so. According to Bernadette, Mardi stated that there are still outstanding balances, and check cut for difference. Cost allocations for LPEA that Canyon was supposed to pay was divided up and sent to LDWA. Made notes on allocation splits in the table she provided. Mardi covered standing with CWCB account. Mardi not sure about true approval from UMUT on memo re audit. We need to see credit memos they create. Email documentation should spur asking for final approval. Audit deadlines need to be stressed. Mardi made motion of taking on LPEA Viasat and Wildblue communications invoices from July 1, 2018, through December 29, 2018, for payment, for later reimbursement from Canyon through billing. This needs to occur to get audit finished. Deb seconded. Roy concerned about SIUT using prorated basis. Approved.
 - b) Board Drive & Google - Ken Spence been working with Roy and explained our current board drive not good everyone. Consider moving everything to Google drive, with limiting access to certain folders, have training sessions. Google drive will allow many facets for the diverse categories we have. \$1.99 per month for basic. May need to put pictures elsewhere. Access is through browser to Drive website. Email

address through Google needed for editing documents. Tribal representatives may have limited access. Editing works great and it's all in the same place. All docs compatible with Word, spreadsheets may be a bit different. Backups will be easier too. Voting and surveys are available too. Email would be safer for all board members rather than using personal emails. Can forward all LPWWA items to new account. It's free, can set up email for each member within website. Mardi commented that she can't find things on current board drive. Roy like the idea of staying with Google due to changes in hosting services difficult. Roy stated 100 GB per year is \$20. \$200 is \$30 to \$35. Current drive boxes for My Cloud will be used for backups. Barb made motion to approve setting up Google Docs, and individuals to set up their email through Gmail for LPWWA board activities specifically. Second by Frank. Approved.

- c) Manager Hiring status -Roy Horvath gave current status of RFP posting to various sites nationwide last week. Deadline is March 29th for submitting proposals. Responses will be reviewed by committee.
 - d) Bookkeeper Hiring Status - Deb contacted Alexis at LDWA with a list of questions regarding their methods. The system in use seems to cover all the questions Deb had. More info coming on the system. Position will be a part-time situation for just starting out. Ken asked about status of RFP, but Deb says we need to define scope, or just put a simple ad in the paper as it won't require water background. Mardi continuing discussions with ASAP for a billing system to work with Quickbooks, and operational things as well. ASAP preparing an RFP by end of week per Mardi. Deb wants to weigh costs of both ways...RFP vs. individuals, but we need RFP out to get some basic ideas. When received it will be sent out to board members.
 - e) Board Manual – Ken said posted on board drive as draft and waiting for Amy's comments. Frank has some small edits to manual and will send to everyone.
 - f) Barb inquired if we are considering having a booth at the Home and Ranch Show at the end of April. If so, need to know soon to be able to have table covering finished in time. Just looking for venues to get the word out. Not enough interest to get a booth.
- 6) Phase 1 Design/Engineering – Mardi Gebhardt covered two complaint form issues along current pipeline.
- a) Special for Taps before increase - Barb compiled justifications to do this on bottom of Future Phase meeting minutes and emailed for board comments.
 - b) Roy presented Barb's letter written for community update with some changes. Send out by mid-May to potential service area parcel owners. Will be costly to send via mail, but maybe include survey, and survey on website. Ideas of future expansion came from Focus Group at Future Phase Committee meetings.
 - c) New Tap Commitment Campaign – Ken/Barb – Ken showed map of seven different areas based on pipes and roads for expansion efforts where the most interest is. Ken explained method to expand based all on interest, thus the need for survey, campaign, and feedback. Roy has a letter specifically for Phase 1 area. Important for folks to know that email is our preferred method of contacting the community to save costs. Purpose of area wide letter to get reliable word out since it's been a couple of years. Roy stated looking at incentives for approaches. Look at overall service area again, basically a lot of Tribal land, and need input from Tribes. Clean-up boundary with LDWA also needed due to some parcels being on both service areas.
- 7) Phase 0 Design/Engineering – Kevin Mallow not present.
- A) Audit Status – Roy stated working with Kevin on items.
 - b) Culvert Issue – Roy stated Goff Engineering needs to get down to survey sometime before end of month
 - c) Closeout of books – Roy stated working with Kevin on some items
 - d) LDWA letter from Charlie – See Item 5a. Mardi spoke with Charlie to work on dates, and various costs, 210 vs 125 portions, also pipe enlargement increased cost per LDWA. Roy stated extra funds we went after covered the pipe increase. Frank stated archeology study may have eaten some of those funds. Roy says lots of items going into the conversation, and we need to know what \$ is available to utilize for future. Ken asked Finance Committee to meet and get accounts and cost allocations straight pertaining to LDWA, so we know where to pay Canyon from before end of month before we meet with LDWA. Roy stated Timberline will be invoicing for latest work too. Roy wants Finance committee to meet 7:30 at Mardi's tomorrow night, March 14, 2019.

- e) Lock on intake building – Mardi asked if falls under O & M? No, just maintenance, and LPWWA is responsible, but may get some reimbursement from Tribes with proof of security per Ken. Change knob and install deadbolt? Roy thinks about \$50 cost to do this.
- 8) *Legal Committee – Kevin Mallow not present.
 - a) Easement Issue & B & W Outline for Service (Executive Session) Mardi motioned into session at 9:02. Second by Deb. Session ended at 9:28.
- 9) Future Phases – Design/Engineering - Ken Spence
 - a) Letter to Property owners -see Item 6
 - b) Survey – See Item 6
 - c) Water Dock – Focus Group reviewed options table that Ken put together. Dock subscription would be same pricing as a having a tap at house. Grant funds are needed to be able to build this project. Contracts for varying amounts of water, per gallon, with base rate included. Comes out same either way. Paul says keep it simple. Helps with bookkeeping too. Staggered contracts may help spread out workload. Need to collect \$ right away. Ken recommending that Future Phase group start search for funds for water dock. Is board in favor of this? Frank mentioned that we should still have the eligibility application in with CDPHE. Ideally, Ken wants water dock done in time for finish of Phase 1 construction. Roy discussed Schmidt parcel title search documents for water dock location; encompasses whole 160 acres. Anticipating probate when Clara Mae’s estate being worked on.
- 10) Adjourned at 9:31, motion by Paul, second by Deb.

Next LPWWA Board meetings – Apr. 10, 2019 & May 8, 2019

Respectfully submitted,



Barb McCall, LPWWA Board Secretary