

Minutes for the Meeting of the LA PLATA WEST WATER AUTHORITY

Held on Wednesday, Apr. 10, 2019, at 6:30 p.m. at the Hesperus Fire Station located at 22868 Highway 140, Hesperus, CO 81326. In attendance: Ken Spence, Roy Horvath, Mardi Gebhardt, Barb McCall (teleconf), Frank Smith, Deb Flick (phone), Kristi Brunner (teleconf), Joe Silvieri, Paul Gray, John Ruckman (phone), Kevin Mallow.

The minutes for the meeting are as follows:

- 1) Call to Order at 6:40pm
- 2) Approve Agenda: Deb made motion to approve agenda, Barb seconded, all in favor.
- 3) Consent Agenda
 - a) Minutes from Mar. 13, 2019
 - b) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount
LPCClerk	120312	\$13.28	Office Depot	288468467-001	\$269.17
Google	Storage Incr.	\$19.99	Co. Title & Closing Ser.	LP21900530	\$625.00

Motion made by Paul to approve consent agenda, second by Roy, all in favor.

- 4) Comments and communications: Deb had a request for list of subscribers from a contractor. We won't provide that list to public. We could put his name on the website list of contractors. Mardi covered various WUA items, and she noted mail items of interest. Roy and Ken went to see LDWA regarding operator credentials. Ken got an email from City of Durango Parks & Rec re signs and t-post at intake structure emergency exit from the lake. Ken announced he will be leaving the board at the end of the year with no reason given.
- 5) LPWWA Administration
 - a) Finance – Mardi Gebhardt discussed first pay app from Great Plains Structures for \$13,000, for mobilization, and asked for motion, no motion. Talked with auditor. Split with Lake Durango Water Authority construction item needs to be discussed further: monies from various accounts could be used to pay our portion and retainage. LDWA asking for approximately \$35,000 to wrap up open items. Mardi believes this is an equitable split from the cash on hand available. Motion suggested by Ken to approve this split. Roy concerned about monies to purchase water from ALP at reduced rate offer. Motion made by Roy to pay split to LDWA; Ken seconded; all in favor.
Mardi discussed the monies applied from grants to B&W open invoice and we need to earmark \$9,098 for USDA. ASAP-Discussed journal entries, and worked through issues with ASAP, so may receive invoice for approximately \$180 from them. Deb to work with Mardi on budgets for jobs separately by next meeting, and with ASAP. Ken made motion to get ASAP on board to help with the issue of budget reports. Seconded by Roy. All in favor.
 - b) Manager Update and Possible Selection – Roy discussed the three interviewees at the end of the meeting.
 - c) Bookkeeper Update- Mardi and Deb working on RFP, with help from some items from Lena. ASAP will help determine some items to define the job description.
 - d) Board Manual Approval -Ken – posted Amy's changes on board drive regarding voting by phone, or digitally. Notice to Board and Public – 24 hours, just like usual. Put link on notice for all to call in. Ken added Amy's comment to our policy verbiage. Ken made more changes during meeting and asking for motion to approve change to board manual for policy making decisions. Mardi made motion to approve changes as read by Ken; Barb seconded. All in favor.
 - e) Office Update – Roy has procured all the furniture from the B & W office closure for our future office. Frank stated a trailer in his work yard has been hooked up to power, and the heat and AC do work. Needs water heater. Size is 10 x 50.

- f) Google Training – Ken - Ready to move Board Drive to Google Drive, but waiting until manager in place; same with Gmail addresses.
- 6) Phase 1 Design/Engineering
- a) Changes at B&W – Kristi discussed that Jeff has left B & W. John Ruckman is transitioning into Jeff's position. B & W closing Durango office since Joe is in truck most of the day on the project.
 - b) Meter Signal at LDWA connection -Kristi discussed with Roy previously. LDWA does meter reads, Kristi recommends cellular reads for our system. Metron meters have a lot of capabilities. Cellular may be most straight forward way to go per Roy.
 - c) Survey Work – Kristi received proposal from Goff, tank site utility easement question on width, our easement needs to be outside of that easement. Tank site boundaries and benchmark staked, \$1300 line item from Goff for these services. Mardi spoke with Sheri Wertz about a complaint regarding 48-hour notice prior to entering her property (tank site). So, Goff will need to let us know when this is going to happen. Joe brought up Jim Gordon complaint, and how his contractor jumped in to fix dip in drive without giving Williams Construction as chance to fix it first. Invoice will be on the landowner.
 - d) Tap Incentives – Roy discussed community letters on board drive that Barb wrote and Future Phase Committee revised last week. An additional sign-up period at a reduced pricing was added to get infill interest. He would like Board to think about this to justify line size increase to Marvel for future capacity. Another motivation for getting more people on will give us more financial stability. Incentive committee to consist of Roy & Mardi will look into possibilities before next meeting.
- 7) Phase 0 Design/Engineering – Kevin - Goff Engineering needed for staking/design on culvert crossing as BOR is asking again; amount approx. \$7000 from estimate. Kristi to contact Goff. B&W supposed to be responsible for this work payment as it was not on the plan sets. Mardi made John aware of this.
- a) Audit – Kevin discussed audit process.
- 8) Future Phases – Design/Engineering - Ken Spence
- a) Letters/Survey – Ken mentioned community letters on board drive. Consensus to remove statement about government shutdown. Future Phase committee to work further on this letter. Survey that Future Phases committee worked on is available for testing by Board.
 - b) Water Dock – tabled discussion.
- 9) Mardi moved to go into executive session at 9:00pm, Deb seconded. Executive session left at 9:51pm. The discussion in Ex Session was the hiring of the manager position. Although, a consensus was decided on in the Ex Session, no official board action regarding the hiring of a manager was completed after the board left Ex Session.
- 10) Adjourned at 9:52pm

John, Kristi, and Joe left meeting at 8:22 pm.

Next LPWWA Board meetings – May 8, 2019 & June 12, 2019

Respectfully submitted by:

Barb McCall
LPWWA Board Secretary