

MINUTES OF PUBLIC 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 on Wednesday, January 8, 2020, at 6:30 p.m. at the Hesperus Fire Station located at 22868 Highway 140, Hesperus, CO 81326. In attendance were: Mardi Gebhardt, Barb McCall (via teleconf), Renee Lewis (RGL), Deb Flick, Frank Smith, Paul Gray (via teleconf), Kevin Mallow, Archie House, Jr., Aaron Preator, Doug Mize, Larry (B&W via telephone).

The minutes for the meeting are as follows:

- 1) Call to Order at 6:37 pm by Mardi Gebhardt; meeting is being recorded.
- 2) Election of Secretary: Mardi asked if anyone wanted to nominate anyone. No additional nominations for position of secretary were made. **MOTION** made by Deb to re-elect Barb McCall for Secretary for year 2020; election: all aye, no opposed, with one abstained. Barb is re-elected as Secretary for 2020.
- 3) Approve Agenda: Kevin expressed concerns about the length of agenda; he calculated at 5 hours. Mardi stated some items will be tabled to the next meeting and will be noted as such. **MOTION** made by Aaron, second by Deb; all approved.
- 4) Consent Agenda: Mardi moved General Operating Expenses out of consent agenda to table to next meeting on **22nd**. **MOTION** made by Deb to accept changes to consent agenda and only vote for USDA expenses and minutes, second by Frank; all approved.
 - a) Minutes: December 11th and December 30th, 2019
 - b) Expenditures:

USDA			General Operating		
Company	Invoice #	Amount	LPEA	Intake/Booster	\$0.00
Bartlett & West	730073624	\$10,511.91	RGL Consulting	Inv 007 DEC	\$3,600.00
Bartlett & West	730073627	\$5,540.25	Colorado Water & Land	1/12/1909	\$70.00
Bartlett & West	7300736625	\$24,340.88	Albertsons		\$13.15
Bartlett & West	730073626	\$3,750.00	Barb McCall/Office Depot		\$34.68
Collins Cockrel Cole	Nov.7005 M	\$2,334.50	UPS Store		\$4.76
		\$46,477.54	ESRI		\$500.00
			Louisa's		\$54.19
			Viasat	1/1/2020	\$62.58
			LPEA	Vault	\$0.00
					\$4,339.36

- 5) Comments and Communications: Doug asked about communications with Bartlett & West and what the status is of their contract. He is wondering about percent completion. Mardi looked up and found 85% completion.
- 6) LPWWA Administration
 - a) Annual Meeting Resolutions (DOLA update): Mardi presented the Resolutions worked on by her, Renee, and Barb. Resolution #2020-001: Board Meetings: Frank made **MOTION** to accept; second by Deb; all approved. Resolution #2020-002: Board Officer Appointments: **MOTION** to accept as amended made by Kevin; second by Deb; all approved. Paul to post the Meeting Notice only at the Breen Community Building.
 - b) Finance: Discussion on ASAP and normal day to day basis items presented by Mardi and Deb. Transition will take awhile for Mardi to fully engage Deb due to so many complex items.
 - c) Conflict of Interest & Code Conduct, Affidavit to Tap Holders: Renee stated that the COIC document was voted on at the 12-11-19 meeting. Mardi brought a suggestion to have an affidavit to tap holders regarding the cross connection (choice of keeping existing well connected) would be signed, notarized, holds subscriber liable for any damages caused if they do not comply with a backflow preventer per state regulations. Our regulations already address this issue. Requiring a yearly inspection at hookup will serve this purpose.
 - d) PR Committee to submit monthly update for Website: Deb and Barb will keep up with this.
 - e) Assign task for LPWWA's Interest, comment responses from Gmail, Facebook: Mardi stated we need one person to handle the Gmail account activity. Barb volunteered for the Gmail stuff since she already does it. Kevin volunteered to take on the Facebook side of this. Will research more.
 - f) Board Manual: Renee stated that back in November, she and Roy had worked on some items. Discussion is **tabled** for the next meeting.
 - g) Execution of Bank Cards: Mardi presented discussion to have all officers be signers with the exception of Deb being able to sign checks, as stated previously to the Board, but she will still have access to the accounts as Treasurer. Deb stated she will not be signing any checks. **MOTION** to approve Resolution #2020-003 regarding Execution of Bank Cards made by Frank; Kevin seconded; all approved.
 - h) Grant Funding Application(s) i.e. Task someone, identify: Funding Agency, Contact Person & Grant Deadlines: May need a committee formed for this task. Mardi to approach ALP this week. Discussion **tabled** to next meeting.

- i) La Plata County Vacation of Right-of-Way: Mardi stated that LPC called about a landowner taking ownership of the ROW to be able to support their barn and other outbuildings. The county wanted us to weigh in as a utility. Location may not involve our service area. Need to research landowner and service potential.
 - j) Project Progress and Next Steps Report: Renee Lewis reported she included documents on the Board drive including scope of work, status, tasks, billings, organizational documents, agencies, OM&R committee structure and the incorporation of Scott Thomas with CRWA into structure with approval by the Tribes, LDWA operating costs discussions going well. Renee to update Drive, everyone to review, and the rest of her discussion **tabled** to the next meeting.
 - k) Distribution System Operations (GIS & Field Operations): Mardi suggested Mitchell Kennedy for a field operator. Need an RFP advertised also with clear definition of job and hours, salary, per inspection fee, etc. per Doug. Need a subcommittee for getting the RFP together. Doug suggested all thinking about ideas, and names, to readdress this topic at the next meeting.
- 7) Phase 1 Design/Engineering
- a) Photograph Property & Appurtenances: Larry stated that photographs have been taken of appurtenances, hydrants, meters vaults, everything above ground. Mardi stated we need these for insurance purposes.
 - b) Project Update: Larry reported that Williams has stopped work due to weather for the time being. Too muddy, and he received complaints from landowners. Requested schedule updates, work stoppage requests, weather delay info and requests. These were due from Williams Construction on December 20, 2019. Nothing has been received to date. Liquidated Damages are accruing. Meeting with Williams tomorrow and will relay updated information. Mardi said Duane Dale with USDA requested a meeting regarding liquidated damages. None of the pipe has been pressure tested. Several board members want to Skype into the meeting tomorrow. Frank asked about pursuing the bond company about this issue as Larry said there is "months of work" still to be done. Larry to prepare forms to submit to bond company if board desires.
 - c) Office Site Status: Septic Design for L & E Application: Mardi and Paul have been working on this item. **Tabled** discussion to next meeting.
 - d) Update on Rate Study: Renee has no updates. We will discuss during next meeting with Gabe Preston present.
- 8) Phase 0 Design/Engineering
- a) Update on Ditch Contouring, Culvert Installation, Weed Mitigation, and Reseeding: Larry stated it has been submitted to SHIPO, and should hear back in January so that Canyon Construction can get it done.
 - b) City of Durango Camera and Internet Alternative Connection at Intake Building: Barb McCall reported the status of work with the city and Visionary Broadband. Barb to inquire about securing the CMU block that boosts the camera up.
 - c) Project Audit Status and OM&R Committee Status: Mardi reported getting all documents wrapped up and Renee covered OM&R status earlier.
 - d) Open Invoices: Mardi reported as Paid.
- 9) Future Phases Committee: Mardi discussed meeting yesterday. Barb is preparing the RFQ for the engineering study. Renee to provide the legal verbiage. Will be reviewed by committee on 17th, uploaded to Drive on the 20th for board review and discussion at the meeting on the **22nd**.
- 10) Executive Session for the purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pursuant to C.R.S. § 24-6-402(4)(e). a) Water User Agreements and, b) Side Letter Agreements. **MOTION** to enter executive session made by Barb; second by Deb; entered at 8:41pm. Exited at 9:00.
- Discussions continued with the Board asking Mardi to engage Amy Huff to respond to subscriber as discussed, as well as discussions to continue at next meeting on the **22nd** for other negotiations and meter pit locations.
- 11) Adjourned at 9:01.. Larry left meeting at 8:28pm. Next LPWWA Board meetings – January 22, 2020, and February 12, 2020.

Respectfully submitted by:



Barb McCall
LPWWA Board Secretary