

**MINUTES FOR THE 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, February 12, 2020, at 6:30 p.m. at the Hesperus Fire Station located at 22868 Highway 140, Hesperus, CO 81326. In attendance were: Mardi Gebhardt, Paul Gray, Frank Smith, Deb Flick, Barb McCall (via teleconference), Renee Lewis (RGL), Kevin Mallow, Bernadette Cuthair, Doug Mize, Lynn Stutzman (B & W) via teleconference. Aaron Preator arrived at 6:44.

The minutes for the meeting as follows:

- 1) Call to Order by Mardi at 6:40pm.
- 2) Roll Call (presence noted above)
- 3) Approve Agenda: A **MOTION** was made by Kevin to approve; second by Deb; all approved.
- 4) Code of Conduct and Conflict of Interest Statement: Mardi presented the three-page document, and requested signatures and return at the end of the meeting. Renee said the questionnaire is to be completed if deemed necessary.
- 5) Consent Agenda: A **MOTION** to accept the January 8, 2020, minutes was made by Paul; second by Doug; all approved. A **MOTION** to accept consent agenda made by Paul as presented with the January 22, 2020, minutes revision included; second by Aaron; all approved.
  - a) Minutes: January 8, 2020, accepted, and January 22, 2020, see above
  - b) Expenditures:

Company	Invoice #	Amount	LPEA	Intake & Booster	
	73007399		LPEA		\$1,308.00
Bartlett & West	6	\$4,895.50	RGL Consulting	Inv 008 Feb	\$3,900.00
Bartlett & West	5	\$20,378.1	Lake Durango Water Authority	LPWWA-1	\$484.57
CW&LL	3342	\$983.90	RPI	201583	\$7,984.00
			Office Depot/Laptop Treasurer	Debit Card 1/25	\$1,029.95
			Water Information Program	2020 Partnership	\$200.00
		\$26,257.5			
		1	Colorado Rural Water Assoc	16348	\$175.00
			Special District Assoc.	2020 Dues	\$505.99
			LaPlata County Prop Taxes	2020	\$5.84
			LPEA	Vault	\$0.00
					\$11,493.35

- 6) Comments and Communications: Mardi received a letter from Nan Burroughs about not wanting to pay the base rate if not using tap. Board discussed items in the letter, then decided that several items need to be explained to her based on her concerns. Mardi will draft a letter back to her, including the information on the open cut. Cyd Franken emailed about wanting more information. Roy Horvath connected us with Marsha Porter Norton, running for county commissioner, wanting a tour of the intake structure. Barb was in contact with her over this past weekend. Marsha wants to go on February 29th. Barb will schedule with her. Barb was in contact with Brenda Isgar regarding her tap location and the possibility of purchasing two more taps. Brenda will need to figure out what her plan for the changes will be and bring them to us.
- 7) Old Business:
  - a) Phase I Update: Lynn reported that Change Orders 2,3,4 sent out last summer, approved last fall; however, per Bob Scarpa of USDA, the additional costs need to be drawn up as a new contract. Lynn has been working with Williams since then regarding revised change orders, Change Orders 5 and 6 for additional time for adverse weather days, for construction have since been created. Bob Scarpa stated recently that the substantial completion date is incorrect on the change orders, and he will not approve these change orders until the dates are revised. Lynn and John Ruckman, Bob Scarpa, and Duane Dale, and Mardi and Renee, are meeting tomorrow. USDA could potentially cause further delay in continuing construction. Bernadette suggested pinning the USDA representatives down to a timeline for a decision. Lynn is planning on recording the meeting.
  - b) Update on Ditch Contouring, Culvert Installation, Weed Mitigation, and Reseeding: Lynn reported that John had contacted BOR last month. SHIPO should have had the comments approval back by the end of January, but he hasn't heard anything yet. He emailed BOR, with no response back. Renee suggested calling SHIPO directly.
  - c) Discussion regarding WCC: see executive session below
  - d) Lake Durango Water Authority (LDWA) – Request for Waiver of Reserve Requirement for 2020: Renee has been working with LDWA (Charlie) on 2020 finances, and states LDWA seems favorable for waiving this for 2020. Renee drafted a letter. Board decided to hold off on sending the letter. Need more terms set.
  - e) Finance Report: Deb reported meetings with ASAP and Mardi for transition in getting reports prepared for the next meeting. She'll put our budget on the P&L; provide a look at it each month relative to spending. Also addresses the "Day-to-day" spending for normal to operate, regular repeating utilities, etc. that are pre-approved by the board. Deb and Mardi to work on verbiage for this change.

- i) ASAP proposal- Mardi asked the Board to move forward with the proposal with ASAP and will return with final contract price. having ASAP handle A/R and A/P until t until we can do it ourselves.
- ii) Bill pay policy- the board requested some changes be made and Mard and Renee will have prepared for the next meeting.
- f) ALPWCD Grant Application: Mardi working with Renee and Gene Bradley of ALP on a revised budgeting a simplified version for their board). Mardi will have to explain the budget items to their board. Kevin would like to see it go to reducing the monthly payment (approx. \$40/month) by paying off the \$64,000 interest payment and one P&I payment, or approximately \$75k. Their board meets next on the 25th of February. Mardi will send in the application tomorrow so it will get into their meeting packet. Deb made a **MOTION** for her to submit the grant application by February 13th; second by Doug; all approved.
- i) Grant Funding Applications - additional(s) - Task someone, identify: Funding Agency, Contact Person & Grant Deadlines (Doug's list): Everyone to review for next meeting.
- g) Review RFQ proposal Future Phase on drive: Mardi to take to Future Phases. Board agreed to have Future phase committee to keep moving forward with RFQ (dates to be revised)
- h) Board Manual: next meeting
- i) Project Progress and New Steps Report: updated on drive – Renee Lewis: next meeting
- j) Distribution System Operations & Operator (GIS & Field Operations): next meeting
- k) Office Site Status: Septic Design for L & E Application - Paul Gray & Electric- Mardi Gebhardt: Paul to keep moving on L & E permit. A new meter will be installed on post, cost will be \$65. Frank stated minimum amps required would be 100 amp.
- l) City of Durango Camera: Camera Installment Status: Barb McCall posted photos on Drive of bracing. Mardi put photos up on screen, no adverse comments. No future action.
- m) Project Audit and OM&R Committee Status: Mardi & Deb: Next meeting
- 8) NEW BUSINESS: Next meeting, Mardi asked everyone to please give this some thought to be prepared to discuss and Renee asked if the Board would please brainstorm on ways to lower the estimated base rate.
  - a) Lifting moratorium on sale of Taps, Purchase Price
  - b) Financing
- 9) EXECUTIVE SESSION: Paul made a **MOTION** to move into executive session at 7:40 pm. 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); second by Bernadette; all approved. Exited at 8:23pm.
- 9) OTHER BUSINESS: None
- 10) **MOTION** to adjourn made by Deb; second by Paul; all approved. Adjourned at 9:13pm. Future LPWWA meetings: Special meeting on February 26, 2020, and regular meeting on March 11, 2020.

Respectfully submitted by:



Barb McCall  
LPWWA Board Secretary