

THE BOARD OF DIRECTORS OF LA PLATA WEST WATER AUTHORITY

A special public meeting open to the public was held on Thursday, November 21, 2019, at 6:30 p.m., at the Breen Community Building located at 15300 Highway 140, Hesperus, CO 81326. In attendance were: Roy Horvath, Paul Gray Kevin Mallow, Barb McCall, Deb Flick, Doug Mize, Archie House, Renee Lewis (RGL), Frank Smith, and Aaron Preator.

The minutes are as follows:

- 1) Call to Order at 6:38 by Roy Horvath
- 2) Approve Agenda: **Motion** to approve made by Barb; second by Deb; all approved.
- 3) New Board member overview – Board transition discussion: New members were welcomed. Doug Mize and Aaron Preator, one for a three-year term and one for a two-year term. Doug will take the three-year term, and Aaron will take the two-year term remaining from Ken Spence. Each new member provided a short biography. Archie House, representative of the Ute Mountain Ute Tribe, also was introduced and provided a brief biography. Roy provided an overview of the project for the new members, and recommended new members become familiar with the existing agreements in place with the two tribes and with Lake Durango, and water purchases with ALPWCD.
- 4) Review/approve 2020 draft budget: Renee and Mardi have been trying to finalize the budget and have questions: What costs are left for the site work besides driveways, foundation, and L & E permit? Septic permit, septic engineer, construction estimates for septic and rest of sitework for waterdock. Barb reviewed a previous estimate from a contractor for the work from May 2019 to make some suggestions on line item approximately costs, and she will forward on to Renee. A brief waterdock discussion was held. A budget number was suggested by Frank of \$50,000. Engineering costs for PER, RFQ, RFP for future phases budget is at \$50,000 can carried over from 2019. Infill for Phase 1 is one scenario, and future extensions to current commitment holders (approximately 350). Rate study conversation was brought up regarding revenue and expenditures, estimated at 3000 gallons of usage per month. Renee questioned if the board is in agreement with using that number for the study. Roy presented a notebook copy of the PM Program that Russ Howard prepared for LPWWA.
- 5) Financing for new subscriptions: Mardi was not present so tabled this discussion.
- 6) USDA Loan closing: Documents are not ready for signature relative to the new interest rate.
- 7) Determination of CRWA role in raw water system OM&R structure, operations and cost allocation: Roy working with Scott Thomas of CWRA to come up with a cost perspective mechanism for the OM&R agreement for the Tribe's and Lake Durango concerns and overview. Kevin and Lena would like a letter based on a board decision. We need current definitions of fixed and variable costs. Roy will draft a letter to the Tribes for board review, and approval at the December 11th board meeting.
- 8) MOU with City of Durango regarding wireless network access at intake building: Roy presented a Memorandum of Understanding from the City. Substantial changes included Section 5 included a notice of 24 hours for access and maintenance. We will need to decide who will be the contact from LPWWA. Victor Locke, or his staff, will be the contact at the City. Benefit of this MOU to LPWWA is to provide a better wireless connection for our SCADA equipment. \$2,750 is our cost portion to the City when we start using it, and \$8,600 for SCADA programming. Archie asked about future capacity charges. A statement is included that both parties will work together on any upcoming issues. Renee to plug in \$10,000 for SCADA changes for 2020 budget. **Motion** made by Frank to accept the MOU as presented; second by Deb; all approved.
- 9) Election of new officers to serve subsequent to November 30, 2019: Transition needs to be well thought through. Roy would like to hold the election at the December meeting, and Kevin suggested reviewing committee structure. Roy suggesting a work session prior to the meeting. Roy will be available as an advisory committee member. Ken is planning to continue working on the website as an advisory committee member. Board decided to postpone the election until the December 11th meeting.

10) Update of Board Manual – Non-disclosure & conflict of interest changes, other updates: Roy stated that it is imperative for the new members to have updated materials. May want to incorporate this item into the work session prior to the December meeting. New members to set up their LPWWA Gmail account, and they will notify Roy to get connected to Board drive. Send revisions/comments of Board Manual to Renee. Conflict of Interest has been updated and a Code of Conduct (non-disclosure) has been developed. Forms will need to be sent to Amy for final review. Roy suggested a discussion at work session about Renee's incorporation into the organization.

Questions from members: Deb and Kevin suggested that Roy prepare a list of big and little things that he does for our consideration of delegating amongst the remaining board members. Doug asked about the meter reading and billing system. Roy explained the system is cellular and that water will be delivered in February/March to Phase 1 customers, so a 9-month schedule for 2020 for providing service. The billing system will be through ASAP which is less expensive than purchasing our own software. Compliance monitoring, OM&R, and flushing schedules may need some software expenditures, as well as the staffing/consultants involved. Doug asked if we need to review the PM Program with cost of the program in mind.

11) Adjourned at 9:00 pm.

Work session scheduled for December 4th, 2019, at 6:30pm, at the Breen Community Building.

Phase 0 Audit Meeting December 18, 2019, at 2:30pm, at the SUIT DNR Conference Room in Ignatio.

Next regular LPWWA Board meetings – December 11, 2019, January 8, 2020, & February 12, 2020.

Respectfully submitted,



Barb McCall
LPWWA Board Secretary