

**MINUTES FOR THE BOARD OF DIRECTORS OF
LA PLATA WEST WATER AUTHORITY**

The Board of Directors of the La Plata West Water Authority held a special meeting open to the public Wednesday, February 26, 2020, at 6:30 p.m. at the Hesperus Fire Station located at 22868 Highway 140, Hesperus, CO 81326. In attendance: Mardi Gebhardt, Barb McCall via teleconference, Deb Flick, Paul Gray, Frank Smith, Doug Mize, Aaron Preator, Kevin Mallow, Archie House, Jr., Renee Lewis (RGL), Lynn Stutzman (B &W) via teleconference.

The minutes for the meeting are as follows:

- 1) Call to Order by Mardi at 6:38pm.
- 2) Roll Call: see attendance above, quorum met.
- 3) Approve Agenda: A **MOTION** to approve the agenda was made by Deb as revised swapping 6a and 6b and adding 7b; second by Paul; all approved.
- 4) Return signed Code of Conduct/Conflict of Interest - requested return by next meeting.
- 5) Comments and Communications: Archie announced he will not be at the March 11, 2020. Bernadette Cuthair will attend.
- 6) Business (old and new)
 - a) Phase 1 - Lynn reported Williams Construction is back to work, and testing lines that fill the tank next week for pressure testing, chlorination, and Bac-T testing, then will be working on outlet and rest of system. Mardi reported that she received an O & E containing the amendment to the contract with B&W. Mardi also received change orders from John Ruckman (B & W) with a schedule for completion turnover on June 12, 2020. Substantial completion on May 11, 2020. The new RPR from B & W will possibly be Tom Kappes. Duane is ready to sign change orders #6 & #7. Frank mentioned the issue with liquidated damages vs. paying the RPR out of pocket if the contractor does not make completion in time. Liquidated damages will not cover the whole expense per day. Discussion included the billing rates for the RPR, incentive for B&W to keep Williams on track each day to meet dates, and also talking to John about the costs involved and suggesting to reduce the amount. Need specific rates defined for borings, meter pits, testing observations, etc.
 - b) Rate Study: **Tabled** for next meeting (no written document yet).
 - c) CORA request: Mardi stated a CORA request was received from a subscriber, Michael Rosenberg. Amy has been notified, and Mardi is gathering information. Information will not include any portion of documents that contain subscriber emails, nor attorney-client privilege documents. Renee was requested to start the process for a CORA policy for March 11, 2020, meeting.
 - d) 811 Field Locates: Barb reported that we need a backup for field locates and more flags. Paul volunteered to be the backup. The RPR will be able to handle most of the locates with Barb's direction when he/she gets on board.
 - e) ALPWCD Grant Application Report:
Mardi and Aaron attended the ALPWCD meeting last night, provided update, and requested emergency funds. LPWWA has been granted \$37,500 for now. She was requested to investigate DOLA for the remainder, with an option for more possibly in the future, along with the request from the ALP board for LPWWA to contact DOLA. Mardi contacted DOLA, and monies cannot be used for operational items. Our #1 priority for spending will be the office site, and secondly, the RFQ for Engineering for expansion.
 - f) Board Manual
 - i) Communication Policy - **Tabled** for next meeting
 - ii) CORA Policy - see above...Renee to start draft.
 - g) Distribution System Operations & Operator (GIS & Field Operations): Discussion included items that we will need flushing, maintenance, 811 locates, managing GIS data, compliance testing, emergency repairs (on-call duty), meter reading/scada information from intake structure (if ALPOM&R not covering items) and tank. Need to develop a job description, and determine hours per week (20), identify supervisor. Mardi asked Doug to draft a job description. Renee is a Level 1 and a Level D certified water treatment operator, so may be able to oversee an employee for the other items of the needed position.
 - h) Renee's involvement: Mardi stated she typically asks Renee to do a lot of things, and Mardi needs Renee to stay involved, and would like to revise her contract to broaden her involvement tasks without being compartmentalized. Funding is an issue. Renee can suspend some of her items until funding is in the bank. Kevin questioned that the contract items may be outdated, for example, he is wondering about status of the OM&R agreement since Renee was tasked with finalizing that agreement. Renee to submit a revised contract for board's review.
 - i) Office Site Status: **Tabled** for next meeting
- 7) NEW BUSINESS
 - a) Lifting moratorium on sale of Taps: **Tabled** for next meeting
 - i) Purchase Price
 - ii) Financing
 - b) ASAP new proposal: Mardi presented the proposal, discussion including amending to remove mail pickup. A **MOTION** was made by Doug to accept the proposal as revised with a not to exceed amount of \$270 as an initial set-up charge; second by Paul; all approved.
- 8) 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). Not used.

9) OTHER BUSINESS: Frank asked about intake line to tank and the issue with the location of the connection as discussed in previous meeting. He asked if the issue was brought up to B & W, so that we are not charged twice for the same work. Change order was reviewed and will be brought back to John or Lynn.

10) Adjourned at 9:10pm by **MOTION** made by Mardi; second by Deb; all approved. Next LPWWA Board meeting – March 11, 2020, and a Special Meeting - March 25, 2020.

Respectfully submitted,



Barb McCall
LPWWA Board Secretary