

**MINUTES FOR THE SPECIAL 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 special meeting open to the public on Wednesday, March 25, 2020, at 6:30 pm, via FreeConferenceCall.com. The following persons attended via FreeConferenceCall.com online or by telephone due to the closure of the usual meeting location and the State-Wide Stay-at-Home Executive Order D 2020-017, issued by Governor Polis, for the State of Colorado: Mardi Gebhardt, Barb McCall, Paul Gray, Frank Smith, Deb Flick, Kevin Mallow, Archie House Jr., Aaron Preator, Lynn Stutzman (B&W) at 6:53pm and left meeting at 7:16pm.

- 1) Call to Order by Mardi at 6:36 pm and read the Executive Order pertinent to meetings and gatherings due to COVID-19 pandemic.
- 2) Roll Call (see above).
- 3) Approve Agenda: A **MOTION** was made to approve by Barb; second by Deb; all approved.
- 4) Code of Conduct and Conflict of Interest Statement Submissions: two more still coming from Barb and Kevin
- 5) Comments and Communications: Deb was concerned about meeting locations (does it need to be posted on website)? Board thinks the Meeting Notice is adequate. Mardi heard from Tina Albrecht looking for a tap to locate on CR 130. The customer will pay for the cost of the engineer to review not to exceed \$500. Mardi asked if Board was ok with the transfer from Steve Hanstedt. Mardi stated that Pay App #9 needs to be fast tracked as Ward with Williams Construction requested this to facilitate his payroll due to other projects being shut down. Frank, Doug, and Mardi will review prior to sending on to Duane if Board allows. Lynn stated that the Pay App should be ready by Friday, but it has taken awhile to get broken down. Duane Dale of USDA to be willing to fast-track the Pay App.. Frank stated we need to stay on schedule. A **MOTION** made by Aaron provided it's reviewed by the three Board members and this applies to this Pay App only; second by Paul; all approved. Lynn stated that SCADA training has been completed and Mardi is trained. Renee needs to take over the collection of samples as the State-Certified Level 1 Operator since Williams is not certified. Charlie wants one person contacting him for pipeline issues. Pressure testing will continue by GPS and Williams. Frank asked about construction schedule. Lynn stated she has seen major improvements in the efficiency and completion of areas by crews. Public works is considered an essential service, so construction should not be interrupted.
- 6) Business:
 - a) Review RFQ Proposals – Future Phases PER Services: Barb reported that we solicited 8 firms and advertised in several water publications. We received 6 responses from firms. All firms are very qualified. Ranked recommendations from the Future Phases Committee: 1. SGM 2. SMA 3. Harris
 - b) Project Progress and Next Steps Report – Renee Lewis: Renee not present. Tabled for next meeting.
 - c) Independent Contractor Agreement – RGL Consulting, LLC: Amended 9-24-19. Mardi stated funds are available now in our account from ALP grant to pay for Renee's amended contract. Renee is a Level 1 Water Operator so we need to retain her to the end of her contract. Need RFQ for Water Field Operator for certified sampling. Mardi asked Board to review and strike/add tasks to her contract for another amendment by April 8th meeting.
 - d) Distribution System Operations & Operator (GIS & Field Operations): RFP to be drawn up by Renee as per contract per Frank's and Deb's comments about cleaning up the contract.
 - e) Review Board Manual: Mardi referenced the first three pages for Board to review. Mardi made changes on Google Docs as we discussed each section through page 4. A **MOTION** was made by Deb to include Code of Conduct and Conflict of Interest documents reviewed annually; second by Aaron: all approved.
 - f) CORA Policy: Tabled to next meeting since Renee worked on document, and it is on the board drive for review.
 - g) Project Audit and OM&R Committee Status: Kevin stated he wrote a letter of concurrence and it is being reviewed by his director for return in next few days.
- 7) Executive Session - Not used.
- 8) Other Business - None
- 9) Adjourned at 8:50pm. A **MOTION** was made by Deb; seconded by Paul: all approved. Next LPWWA Board meetings –April 8, 2020, & Special Meeting on April 22, 2020

Respectfully submitted by:



Barb McCall
LPWWA Board Secretary