

**La Plata West Water Authority
Meeting Minutes for
December 2, 2015**

1. Call to order- meeting was called to order at 6:40pm. Board members in attendance were: Roy Horvath, Mardi Gebhardt, Kevin Mallow, Priscilla Blackhawk-Rentz, Barb McCall, Paul Gray, Jeanette Haas, Ken Spence, and Frank Smith
Others in attendance were Celene Hawkins, Bernadette Cuthair with UMUT, Jeff Shamburg with Bartlett & West, and Diana Boland. Jeff left the meeting at 8:05pm
2. Approve Agenda-No changes were made to the agenda.
3. Review minutes from November 18, 2015 meeting- we had three changes which were made to the minutes. The revised minutes were emailed out to everyone on November 30, 2015. Barb made a motion to approve the revised minutes, Kevin seconded the motion which was approved.
4. Comments and communications – Roy got a call from Sean English who had survey stakes on his property and he was wondering if it was us. Roy confirmed with Jeff that is not our survey staking. Barb got a call from Christine Hudgens stating she had signed up for more than one type of tap but will not be purchasing more than one, we can apply the previous payment to the one primary tap.
Celene is leaving the UMUT and Ms. Cuthair is going to oversee the project for the UMUT and we also need to keep Peter Ortego in the loop of emails and correspondence. Mardi got the formal letter from ALP appointing Ken Spence. Mardi reported we received letters (return to sender) back for several of the addresses we have. Mardi reported that she received four checks from tap holders for second half payments. Mardi also received an email from someone who is going to purchase a tap.
5. Treasurer’s update & current invoices, updates on insurance quotes- Mardi received information back from SDA regarding the insurance coverage- General Liability, Public official’s liability and other liability insurance in the amount of \$2,154.94. The committee recommends carrying the SDA insurance for the time being, we will add in the other coverages as needed. Mardi made a motion to go with the SDA insurance, Frank seconded the motion, which was approved.

Old Business

1. Budget Hearing – Budget for 2016- we reviewed and made some corrections to the budget letter. We reviewed budget resolution 2015-4 to appropriate sums of money and resolution 2015-5 to adopt the 2016 budget. Paul made a motion to approve resolution 2015-5 to accept the budget, Kevin seconded the motion which was approved. Mardi made a motion to approve the resolution 2015-4 to appropriate sums of money, Paul seconded the motion which was approved.
2. Phase 0 status updates –Project is still out to bid, Jeff had received two or three prequalification packages for the instrumentation contractors. Addendum 3 will be coming in shortly. Jeff is trying to turn out an addendum per week. Working through the technical questions and answering those questions as quickly as possible. BOR has not released the information for the 106 process for public comment. They do not intend to release it until after the holidays. Jeff voiced his objection with holding off on releasing for public comment and the SUIT has voiced their concerns as well. The design group will meet tomorrow to discuss status. Jeff will recommend that the bid date stay firm, December 17, 2015. A large number of contractors are interested in the project and asking a lot of questions. Roy reported that he and Paul met with Tom and Charlie to discuss the operating agreement.
Kevin reported that the fee waiver is approved, the modified license agreement documents are being prepared. Kevin asked if there is any movement on easements. Mardi reported Charlie stated there are some preparing to sign before, two other property owners are still pending.
- a. Review project wide cost allocation process- this was worked on prior to the start of the board meeting and will continue tomorrow at the design meeting
3. Phase 1 status updates- Jeff stated the environmental review has been ongoing. There have been some historic buildings identified; more than what they originally estimated, Jeff will look at avoiding these areas. Paul asked what it costs to jump across the road or move the line. Jeff stated \$1000 to \$5000. Kevin asked what it would cost to classify the building, Jeff stated it depends on what level of classification it comes to, it could be a couple of thousand or up to \$20k. Mardi asked how many miles of line have been surveyed. Jeff will ask

Alex and get back to us. Jeff believes we can still get the PER finalized this month. Mrs. Boland reported her property was being surveyed today.

4. Review on-line file storage options/recommendations-We will go with the recommendation of the committee. Mardi made the motion to accept the research committee's recommendation, and give Roy approval to spend up to \$500 to purchase the necessary equipment for document storage, Frank seconded the motion which was approved.

New Business

1. Upcoming election of officers & meeting structure & schedule-we discussed whether we can get everything done in one meeting a month. Especially with upcoming construction of Phase 0 and PER submission on Phase 1, work on operating agreements, setting up the business plan, etc.

Ken volunteered to keep up the action item list, task list, timeline, and propose a calendar of scheduled meetings.

We discussed what type of committees we need going forward which would allow us to make informed decisions at the meetings. Possibly a Public Relations/Marketing committee, Legal/Negotiations committee, Construction/Design committee, Finance committee, Budget committee, Fund Raising committee (grant application committee), Archive committee, Advisory committee to help build capacity. Policies and Procedures manual, amend the bylaws?

Roy offered to stay on as President as long as someone else will develop the agendas and run the meetings.

Paul will try to get the agendas together and is willing to run the meetings as long as things work out with his proposed work schedule.

2. Next LPWWA Board meeting – December 16, 2015, January 6 & 20, February 3 & 17, 2016

3. Adjourn- 9:00pm

Meeting minutes as reported by Frank Smith, LPWWA Secretary



Approved on December 16, 2015