

# LA PLATA WEST WATER AUTHORITY

## BOARD OF DIRECTORS

### Meeting minutes for May 21, 2014

1. Call to order- The meeting was called to order at 6:30pm. Board members in attendance were Roy Horvath, Mae Morley, Kevin Mallow, Suzanne Wilhelm, Manuel Heart, JT Coyne, and Frank Smith. Others in attendance were Ute Mountain Ute Council Members Priscilla Blackhawk-Rentz, and DeAnne Wall, Celene Hawkins with UMUT, Jeff Shamburg, and Keith Bowhan with Bartlett & West, Ken Spence, and Paul Gray.
2. Approve Agenda- The agenda was approved without changes.
3. Review minutes from May 7, 2014 meeting-Mae made a motion to accept the minutes of May 7<sup>th</sup> and Suzanne seconded the motion which was approved.
4. Comments and communications-Roy got an email from Tom Brossia on the county requirements. There is a distinction for ‘in house’ as well as ‘out of house’ use of water. Roy sent out the notice on the SDA workshop coming up June 9<sup>th</sup>.
5. Treasurer’s update, current financial review, invoices- Mardi the LPWWA Treasurer was absent. This topic tabled until the next meeting.

#### Old Business

6. Discussion of partial/incremental (monthly) payment options for tap fees-Mae and Frank explained that for the first phase of the project there really didn’t seem to be enough time for escrow accounts and we are not sure the board has the capability to manage a payment plan for those in the first phase. Kevin suggested the board does not have the capacity or bonding for banking business activity. USDA Rural development has plans for low income and elderly who qualify. Roy suggested that we set the expectation of what is forthcoming as far as the tap fee payment scenario half due between October and December and the other half by April. Research for low income support organizations may include organization such as housing solutions.
7. PR campaign discussion/planning/materials & coordination with easements-County Fair in August, post card campaign, information available on the website, home hosted waterhood meetings. We need the Route firmed up so they can see what is coming. List of property owners in phase 1. 300 parcels in phase 1, then break that down to manageable group meeting sizes. Information needs to be available in packets for those who like to take something and read it rather than looking at a website. Easement acquisition process. Certification of easements by late November. Suzanne suggested that we go after both the easements and the tap fee at the same time. Jeff will get the Board the process for easement acquisition. Jeff will get us a formal proposal for the abstracting for parcels in easement acquisition.  
Roy suggested each committee getting task list in order to determine what needs to happen with each committee and meld those lists as we get them defined. Focus on the positive.
8. Timeframe for GIS Website training-Roy asked how we can use the GIS going forward. Jeff reported that the GIS is built for the easement acquisition process. So we can be gaining knowledge as we are using it which is more effective rather than learning it and not using it for a while. July meetings B&W will reintroduce us to the GIS.
9. Review website updates- Ken suggested timelines for each phase, we reviewed, on the projector, the information he had compiled. JT suggested just staying with the timeline and showing the phase 1 and Raw Water pipeline. Parallel timelines may be needed for information going to our customers, as well as for the Board’s information. JT and Ken will work together to develop the timeline. Bios for the Board are needed for the website. Roy suggested that we each visit LAPLAWD website to see how their Bios are done. Board members will send them to Ken to be included in the website.

10. Update on raw water project-relevant items for tomorrow's meeting. Jeff showed the changes in the project schedule. Manual asked if the agreement for contract services includes the Ute Mountain Ute Tribe's engineering consultant. Celene clarified that there are several decision points in the three party agreement that require Tribal consent, and that the UMUT will communicate consent on these points with a written letter. Jeff talked about the framework for the subcontracting with the UMUT engineer. Jeff added a design kickoff meeting on the schedule June 26, 2014 8am in Durango. Lake Durango sent in comments on the conceptual design which were quite lengthy. Jeff suggested bringing in Greg Gere with his office in Bismarck, ND to meet with the BOR. Frank made a motion to pay for Greg's time at the meeting at his billing rate, Kevin seconded the motion which was approved.

#### New Business

11. RFP for Geotechnical work/testing for raw water project-advertise in the Herald and also send it to the known companies in our area.
12. Procurement Policy- tabled until the next meeting.
13. May 22 Design/Engineering Meeting 8-10 AM OM&R office
14. Next Board Meeting dates - regular Board meetings -June 4 & 18, 2014, July 2, 16, 2014
15. 2015 Drinking Water and Wastewater Eligibility Survey -Due June 30
16. SDA Workshop "What the law requires of Board Members and Managers...and how to do it wrong – Durango Fire & Rescue Training Center - June 9, 9 AM to 12 PM
17. Adjourn- 8:45pm

Minutes as reported by Frank Smith, LPWWA Secretary

Approved on July 9, 2014

  
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