

LA PLATA WEST WATER AUTHORITY

BOARD OF DIRECTORS

Meeting Minutes for October 10, 2018

1) Call to Order at 6:30 by Ken Spence. Board members in attendance were Ken Spence, Roy Horvath, Paul Gray, Kevin Mallow, Deb Flick, Mardi Gebhardt, Barb McCall(via phone), and Frank Smith on the phone until he arrived at 7:25pm. Others in attendance- Jeff Shamburg and Kristi Brunner with B&W were on the phone.

2) Approve Agenda- new agenda items were added. Motion to approve agenda made by Mardi, seconded by Paul and approved.

3) Consent Agenda

a) Minutes from September 12, 2018 & Oct. 2 meetings

b) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount
Barb McCall		\$61.88	CWLL	2721	\$122.44
Wild Blue	Oct. 2018	\$62.28	LPEA	Sept. Booster	\$576.00
LPEA	Sept. Intake	\$863.00			

c) Motion to approve consent agenda was made by Deb Flick, Seconded by Roy Horvath and approved.

4) Comments and communications- Linda Ricketts selling property near CR 136 to Tyrell Stapp

5) LPWWA Administration

a) Finance – Mardi Gebhardt- Board report presented in the Board Drive- B&W invoice not covered by LOC, balance of \$208,621 September 30. Lake Durango check \$182,057. Mardi suggested using SWCD and ALP left over grant funds to clear out grants to cover the balance, and get things cleaned up to eliminate carry over. Move the \$42,500 Indian Shadows abandoned funds into our operating account as misc. income, \$42,500. Upcoming expenses include insurance and audit. Mardi talked to Duane Dale about paying outstanding bills to get phase 1 going. Duane Dale will be sending a new SF 271, it will include the Change Orders and grant funds disbursements. Deb moved to use abandoned water commitment funds to pay bills and Outlay SF 271 per USDA, seconded by Paul and approved. This will cover our expenses, pay B&W and cover tank easement.

b) USDA Outlay-

i) 2019 Budget- Ken expressed some concerns with the amount allotted for the manager and bookkeeper in the budget. We look ok for 2019 but for 2020 he has concerns for where the money comes from to fund future years.

ii) Invoices- Mardi stated that some payments from our subscribers are coming in late or not at all, and we need to charge a set late fee. The finance committee will discuss and come back to the board with a recommendation

c) CRWA –Colorado Rural Water Association Join? – Ken-asked that we look at the website.

d) Task System – Ken asked Roy, Mardi and Barb to comment on their experiences. Barb likes Todoist. She didn't like trello. All emails are together. It's all there. Mardi thought it was a little cumbersome until it was set up. There are limits to what you can do on Todoist. There are other features that you have to pay for. Roy has worked in trello some and you can add attachments in it but cannot do that in Todoist.

e) Need to decide if we want to use it or not.

6) Phase 0 Design/Engineering – Kevin Mallow

a) Update from Jeff-not able to be on the call for the last meeting. The OM&R committee meeting- Canyon punchlist items- paperwork items being worked on. O&M's delivered to B&W and spare parts. Change order proposals. Letter from Keith on costs they are anticipating- to correct punch list items. Some parts Canyon is donating but is requesting compensation for the installation of the materials. Roy brought up a valve at the booster station is too close to the fence to operate (according to Charlie). Mardi asked about

the culvert. Jeff provided some information to the BOR and they have requested some more information. Kevin will GPS the ditch on Friday to locate it on the maps. Jeff will call Mardi tomorrow to discuss Canyon Constructions Pay app. Would like to get the canyon payment completed before end of the year.

b) Screens will be installed later this month.

c) Phase 1 Design/Engineering – Mardi Gebhardt- Kristi updated on Phase 1- Contract 2018-1 with Williams Construction Contract documents were received back and sent on to Amy. Once Amy reviews and signs off. She will send to Duane for review and schedule a pre-construction conference. Ward and Kristi were thinking the week of October 22 for the precon meeting. Kristi is trying to get a schedule from Ward Priestly- crew has not finished the job they are on due to flash flooding. Mardi reported that Amy's office called to confirm they received the contracts.

Contract 2018-2 with Great Plains

d) Resolution 2018—Non-subscribers & Easements – Mardi-we have about 40 parcels in Phase 1 that we need to secure easements along current lines, or have them decline. Mardi suggested we table this until after the meeting with Bartlett and West.

e) GIS – ESRI – Ken-ESRI wanted to have a federal tax exemption, we can't provide. Ken mentioned that we currently have 5 users and we really only need one license, which can be shared. Landinsight is separate. B&W is hosting the geocortex sight. Going to shift to arcgis instead. We may need to pay for Landinsight on our own.

f) Service Declination – Ken- Deb moved that we approve the service declination document, Mardi seconded the motion, which was unanimously approved.

g) Reserve Subscriber letter – Ken-Deb would like this letter shortened and cleared up. Someone suggested two separate letters, one to primary subscribers about setting the meter pit. The reserve subscribers would get two letters, one about upgrading their subscription and the meter pit letter. Mardi will revise the letter and send out to the board. Take out the disruption of construction statement.

h) Project Update statement for Website – Ken will post to the website.

i) RFP for Archaeology-SWCA has been out there multiple times. There is about 8.6 miles of lines that have not been surveyed according to the shape files. RFP for firms to bid on to complete the work. Kevin made a motion to give Kristi go ahead to move forward with the RFP, Roy seconded the motion, which was unanimously approved. Duane needs a resume' of the individual who will be the onsite monitoring for B&W.

j) ALP water contract approval- leave the description in there that we are a domestic rural water system. Roy moved to allow Ken to sign the letter, Deb seconded the letter which was unanimously approved. Roy will contact Bruce to get the signed copy.

k) Celebration- will send out the invitation without the agenda or program. Program will list only the speakers. Kevin will look into a rep from SUIT for the ceremony tomorrow. Roy suggested Bob Wolff to speak on behalf of ALP and SWCD. PR to keep us informed of progress. Brice Lee with LPWCD.

7) Future Phases – Design/Engineering - Ken Spence

a) Water Dock letter – Roy- will take into consideration edits and send it out.

b) Letter to B&W- Ken will make suggested changes and send to B&W.

8) Adjourn-9:43 motion to adjourn was made by Roy, seconded by Kevin.

9) Next LPWWA Board meetings – November 14 & Dec 12, 2018

Minutes as reported by Frank Smith, LPWWA Substitute Secretary Frank Smith

Approved on 12/12/2018

This Agenda may be amended prior to the meeting as allowed by law. The most current agenda will be posted on the Board's website at <http://lpwwa.org/agendas.php>. Prior to voting to go into Executive Session, the Board will declare the topic(s) of the Executive Session pursuant to § 24-6-402, C.R.S. It is anticipated that any marked () agenda items may be discussed in Executive Session and acted on by the Board at this meeting. Any action taken by the Board will occur in regular session, open to the public. The Board may address the agenda in any order to accommodate the needs of the Board and the audience.*