

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

The La Plata West Water Authority held a meeting Tuesday, February 13, 2024, at 6:30 p.m. at 555 County Road 122, Hesperus, CO 81326, and via FreeConferenceCall.com. In attendance: James Campbell, Frank Smith, Barb McCall, Deb Flick, Kevin Mallow, Bernadette Cuthair, Sharon Orr, Aaron Preator, Wanda Cason, Yvonne Ellis.

- 1) Call to Order by James at 6:36pm; quorum was met.
- 2) Add to agenda: Executive session declare for Item C.
- 3) Roll Call: see above list.
- 4) Approve Agenda: Frank a **MOTION** to approve the agenda as presented; seconded by Deb; motion carried.
- 5) Minutes Approval: A **MOTION** was made by meeting on January 10, 2024, by Frank; seconded by Deb; all approved.
- 6) Operations and Business
  - a) Operator's Report-Dave (absent): Yvonne reported that another subscription was received this month, so several will be installed in that area at the same time. Backordered parts components are gradually coming in to facilitate the installation.
  - b) Phase 0 O&M: Kevin reported the agreement is in progress with Lake Durango. Doug needs the insurance carryover for the O & M budget line items.
  - c) Fill Station Report: Yvonne reported the latest stats for the fill station. A new commercial water hauler has applied to use the fill station. More statistics about the haul locations will be needed to determine future capacity. An update to the commercial application is necessary. Yvonne, Deb, and Barb will meet as a committee and report back to the board during the March Board meeting.
  - d) Phase II PER/Christine Arbogast: PER is complete and the minimum taps per mile so the Phase 2 committee has recommended to move forward with the contract to hire Kogovsek & Associates, Inc. for the full \$3000, which can be cut short if funding is found before. A **MOTION** was made by Kevin to sign the contract for \$3000; seconded by Frank; motion carried.
- 7) Financial reports
  - a) Balance Sheet, Profit & Loss, Consent Agenda: Deb reported on documents that were on the board drive, including discussions with the accountant. A **MOTION** was made by Frank to approve the consent agenda as presented for a total of \$42,482.86; seconded by Wanda; motion carried. An invoice was received for scada connections from Cloud 9 at the tank for renewal that will be included in the March consent agenda.
  - b) Accounts Receivables: No actions.
  - c) \*\*Review delinquent accounts and collections progress
- 8) Comments and Communications
  - a) Report From the Board Members: Barb will update the CORA Policy and will send info back to Yvonne for sending to SDA.
  - b) Guests time limit three minutes: NA
- 9) Tabled and Unfinished Business
  - a) Cameras/Office security: James reported that research is done, and the system will be installed Thursday. The cost was \$5328, half of which will be covered by the safety funds provided from SDA.
  - b) Vote to adopt LPWWA Employee Handbook: Sharon presented the document that was provided on the board drive. Questions and discussion arose about paid leave. Minimum set by the state is 6 days/year (48 hours) set at PTO (paid time off). Correction to the statement about discussion salary was made.

Deb made a **MOTION** to accept the employee handbook as amended/corrected and adopt as LPWWA policy; Wanda seconded; motion carried.

- c) Administrative Assistant Job Description: Deb reported that Frank worked on the document and more progress is occurring. Questions and discussion evolved as the document is refined and redefined.
- d) Discuss Development of Business Plan and/or 5-year plan for the Authority: Frank is working on an outline for both and the plan will be to assign board members a designated task to research/write.

10) Other/New Business

- a) Email from SDA regarding survey pertaining to grant writing: Barb suggested with Sharon's grant writing ability, that we pursue this avenue after
- b) \*\*Executive Session per CRS Section 24-6-402 for confidential board discussions regarding accounts. Frank made a **MOTION** to enter executive session for the above purpose at 8:05pm; Barb seconded; motion carried. Exited the session at 8:55 pm.
- c) Next Board meeting is March 13, 2024
- d) Adjourned at 8:56 pm

Respectfully submitted by:

Barb McCall   
LPWWA Board Secretary