

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

The Board of Directors of the La Plata West Water Authority held a meeting on Wednesday, March 13, 2024, at 6:30pm at 555 County Road 122, Hesperus, CO 81326, and via FreeConferenceCall.com. In attendance were: James Campbell, Barb McCall, Deb Flick (via tele), Kevin Mallow, Doug Mize (via tele), Aaron Preator (via tele), Sharon Orr, Dave Marsa, Yvonne Ellis. Wanda Cason and Frank Smith voted electronically via email to Barb.

- 1) Call to Order by James at 6:35 pm; quorum was met. Additions to the agenda: None
- 2) Roll Call: see list above.
- 3) Approve Agenda: A **MOTION** was made to approve the agenda by Barb: second by Kevin; all approved.
- 4) Minutes Approval from the February 13, 2024, board meeting; A **MOTION** was made by Kevin to approve the minutes; second by Deb; all approved.
- 5) Ongoing Operations and Business
 - a) Operator's Report: Dave returned from vacation having checked tank levels while gone. All was ok with no issues. Parts are in and waiting for customers to have their pits excavated. Working with Verizon and Brownsville on satellite connections. LDWA reminded Dave that we owe them 22 acre-feet this next year from what we used out of their lake last year. New transducers arrived and he will be installing those at the booster station. Has a list of meters that are not working account numbers have been assigned to subscribers instead of using meter numbers as account numbers. This was put in place with the last billing cycle.
 - b) Phase 0 O&M: Pete provided a brief update. Next meeting is April 8. Needing to appoint UMUT representative to the O&M Committee. Insurance needs are being researched for values. SDA currently provides some coverage. Doug stated he is working on the manual and needs comments to finalize.
 - c) Office/Fill Station Report: Yvonne reported that in February 2024, 132,840 gallons were sold with 83 fill station customers. She also received a service review for CR 131. Yvonne contacted Colin. The website contains a list of contractors. We will gladly add additional contractors if they desire to be on the list.
 - d) Phase 2/Christine Arbogast: James stated that he contacted Christine asking for an update on her findings. She replied that she had no real report yet. Sharon prepared a draft of a letter updating the 53 commitment holders of the status of Phase 2. Discussions evolved around costs, preferred types of funding, and a possible plan B.
- 6) Financial reports: Deb presented the documents and highlights were discussed.
 - a) Balance Sheet, Profit & Loss
 - b) Consent Agenda: A **MOTION** was made by Deb to approve the consent agenda; Doug seconded; all approved.
 - c) Accounts Receivables: Five collection letters were sent out notifying accounts overdue. Concerns that receivables have been high in the past, and maybe will be seeing that trend due to widespread economic issues.
 - d) ALPWCD loan repayment: Gene Bradley reminded Deb about our strategy to repay. Need to get that paid back and possibly discuss further asking for a future loan. Barb made a **MOTION** to repay the \$30,000 back; Kevin seconded; motion carried. Deb will request an invoice from ALPWCD.
- 7) Comments and Communications
 - a) Report From the Board Members: Kevin noted that Mardi is still listed on the ALP OM&R Committee, so we need to appoint a current representative. James will consider depending on times. An alternate representative can be suggested for voting purposes. Primary representative will be James and Kevin will be the alternate. Barb reported she will probably not be able to fulfill the full term of her appointment from the ALPWCD due changing circumstances. She will notify the ALPCWD Board as she knows more.
 - b) Guests time limit three minutes: NONE
- 8) Tabled and Unfinished Business
 - a) Water Fill Station Commercial Hauler application: Non-issue. We will only have one application.
 - b) Administrative Assistant Job Description: Yvonne made a more concise list and groupings and will present a draft soon as presented by Sharon.
 - c) Discuss Development of Business Plan and/or 5-year plan for the Authority: Frank uploaded two outlines, but discussion was tabled to allow the Board to have more time to review. Fort Lewis College or SDA may be able to help in the development.

- 9) New Business: None
- 10) Other Business
 - a) Next Board meeting: April 10, 2024
 - b) Adjourned at 8:06pm.

Respectfully submitted by:



Barb McCall
LPWWA Board Secretary

ATTACHMENT:

Electronic Motions needed

Barb McCall <mccall.b.lpwwa@gmail.com>

Attachments

Fri, Mar 15, 11:04 AM

to Frank, Wanda

Hi!

The board needs to complete a quorum with one or both of you on the following MOTIONS as noted in the minutes from Wednesday's meeting.

When the meeting started we thought we had a quorum, so proceeded as I thought I heard Wanda online. This obviously was not the case and I didn't realize it until 2 am the next morning!

Thus, the need for an electronic vote from one or both of you. Otherwise, we will need to redact the Motions made at the meeting, and revise the minutes accordingly to reflect a non-productive meeting.

Please let me know your vote on each of the motions listed in the draft minutes attached.

Thank you and sorry for the confusion.

Barb

One attachment

- Scanned by Gmail

Barb McCall

AttachmentsSun, Mar 17, 11:19 AM

Hi! Just checking in...I sent this to Frank and Wanda on Friday, but have had no response, so I'll try texting or calling if I don't see anything from them by t

James Campbell

Mon, Mar 18, 9:20 AM

Thanks for the update. Hopefully they will respond soon.

Wanda Cason

Mon, Mar 18, 9:20 PM

I vote yes.

Frank Smith

Tue, Mar 19, 5:22 AM

Good morning Barb, I vote in favor of all the motions of the March 13, 2024 meeting. Frank Sent from my iPhone On Mar 15, 2024, at 10:04 AM, Barb McCall <mccall

Barb McCall

Tue, Mar 19, 9:34 AM

Thank you both! I'm so sorry this happened. You can fire me as Secretary ! I'll get the minutes uploaded to drive this afternoon.Have a great day!

Barb McCall <mccall.b.lpwwa@gmail.com>

Wed, Apr 10, 8:46 PM (6 days ago)

to Frank, Wanda

Wanda-

I will try to print your responses that you sent via text on my cell number. Thank you,

Barb