

## 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, August 9, at 6:30 p.m. in person at 555 County Road 122, Hesperus, CO 81326, and via FreeConferenceCall.com. The following were in attendance:

Mardi Gebhardt, Barb McCall (online), Deb Flick, Yvonne Ellis, Frank Smith, Sharon Orr, Kevin Mallow, Dave Marsa, Bernadette Cuthair (online), James Campbell, Kate Kowalski (guest-online, left at 7:55pm), Doug Mize (arrived at 6:37), Pete Nylander (online 6:55 pm).

- 1) Call to Order by Mardi at 6:38 pm; quorum was met at 6:37pm.
- 2) Roll Call: see list above.
- 3) Approve Agenda: Mardi asked to add items 4d, 4e and 8d. A **MOTION** was made by Frank to amend the agenda; seconded by Doug; motion carried.
- 4) Ongoing Operations and Business
  - a) Operator's Report: Dave is back from vacation. Things are running well, and a small leak to fix due to a bad gasket in a low-pressure zone at CR 126/CR 127. Fill station is keeping the line fresh so very little flushing is having to be performed. PRV pressures are good even with the flow for the fill station. Parts are gradually coming in (diaphragms, etc.) PRVs in front of the diaphragms are helping. Charlie suggested to Dave putting a back flush valve at the booster to save the filters.
  - b) Phase 0 OM&R
    - i) Committee Report: Kevin did not attend the OM&R Committee meeting, but Doug and Pete did. Doug reported that UMUT needs an Appointee to attend and vote on and approve the budget. (see item ii).
    - ii) "List of Equipment" spreadsheet discussion. Committee presented the spreadsheet with line items. Totals at bottom will be shared between LDWA and LPWWA until the Tribes tap in. Next committee meeting is Monday, August 14, at 10:00am. Please email any comments or suggestions to Doug by that date. Bernadette stated that Peter Ortego put in his resignation so someone will hopefully fill that void, but until then, Bernadette will sit in during committee meetings.. Mardi expressed budget timeline concerns for getting an OM&R budget approved as per the Three-Party Agreement. There was discussion about depreciation, insurance, and replacement costs. Frank made a **MOTION** to budget of \$45,000 for the fiscal year 2024 for OM&R Agreement; Doug seconded; motion carried.
  - c) Fill Station Report: Yvonne covered fill station goals and fun facts: customers, gallons, revenues for each month. Goals exceeded projections for the first month by 23%. Future percentages may level out. Currently have 49 users, averaging about 10 fills per day with 2 commercial haulers doing 105 fills in one month, which equals 79% of original goal. Mardi stated that the board needs to address setting a limit of time of use to Phase 1 customers (tabled).Mardi suggested an idea y for "by the gallon" sales from the frost-free yard hydrant. A lock would be installed on the yard hydrant. No hose provided by LPWWA. Idea declined.
  - d) Suggestion to design an extension to the Intake pump's shaft an addition of 20 feet. Mardi and Kevin explained the need, but not right away, and it would be good for the future to enable Tribes to sell water back to Feds if necessary. Cable lengths are not a concern. UMUT stressed the importance of abiding by the Three-Party Agreement. Mardi will meet with Matt Nesbitt to discuss the concerns from LDWA.
  - e) Obtain LDWA set of keys for booster station for the office set, some fan maintenance work or shelter protection is needed to keep the instruments in the cabinet from overheating also.
- 5) Comments and Communications
  - a) Report From the Board Members: Mardi reported three new subscriptions, one meter pit assembly is in the zircon, but more are needed to be ordered. Dave has not heard about the pending status of the orders due to change in personnel at GJ Pipe.
  - b) Guest comments: Per Mardi, James Campbell is considered on the advisory board until a board seat opens. Kate Kowalski is online. No comment.
- 6) Minutes Approval
  - a) Approve meeting minutes of July 12, 2023: A **MOTION** was made by Kevin to accept as revised on board drive; Frank seconded; all approved.

7) Financial reports

- a) Receivables: Deb reported that some clients catch up and then get behind, then repeat. She noted that the budget is not reflecting the new subscriptions so will inquire with Amanda for proper input for reflection. Good income noted from the fill station. Detailed the policy on filing a "Notice" of the appurtenances of the meter pit and monies owed.
  - . There are two customers that need to be addressed with a letter from Amy to bring current, or meters will be removed, and the subscriptions will be canceled. Water is not being used. The meters are not connected to the premises on these Subscriptions, so the procedure is a little different than our Rules & Regulations.
- b) Consent Agenda: A **MOTION** was made by Deb to accept the consent agenda; Kevin seconded; motion carried. See listing attached.
- c) Policy for "Notice" Deb (see above).
- d) Select Budget committee, first report due October's meeting (29-1-105), CRS: Deb asked for committee volunteers.

8) New Business

- a) Employee VS Contract Labor Status: report of references and details on the board drive. Auditor comments that Yvonne should not be considered contract labor. The Payroll Department quote is too high, so we will handle it in house.
- b) Board Pictures for BIOs on website: Yvonne collecting photos for posting.
- c) Window coverings budget amount: Mardi asked the Board to allow for an amount to cover windows. Barb suggested \$500 for the eight windows. Deb made a **MOTION** to allow \$500 for window coverings; Doug seconded; motion carried.
- d) Roof maintenance re: securing the office roof down and a shade for the fill station cabinet: discussion included metal strapping possibilities for the roof, or possible roof coating. Dave will get a price quote on something to cover the panel on the fill station and booster station. Weed control quotes were obtained by Mardi from two contractors for intake and tank access roads, and office area. A **MOTION** was made by Deb to accept the quote from Lance Meador/Bare Ground for \$1000/one time weed spraying of the above areas; seconded by Doug; motion carried.
- e) ESRI update: Budgeted amount is \$500/year, so Dave will still have access even with the elimination of the field personnel user to stay within the budget amount per ESRI costs.

9) Old/Tabled Business

- a) Question to resume funding for Phase 2 with Christine Arbogast (for hire, so Mardi will inquire with her), ALPWCD and Holman Capital Corporation (non-federal funds as a loan). Duane Dale at USDA says 2023 grant funds are not available. USDA calculated our debt service at \$2 million. DOLA (same possibility with paperwork). It was asked if we can budget \$10,000 to hire a professional to find out if there are any funding sources for our demographic's median income index. CWR&PDA contact is Bob Wolff (possible funding group with above).
  - i) Letter to Phase 2 area and new campaign for commitments: Mardi, Sharon, and Barb will work on the letter. There is a positive interest in fill station customers for being on the system in a future phase. It was asked if we can determine if the customers of the commercial haulers are within our phases?
- b) Seeding report: Seeding occurred but we need rain for sprouting.
- c) Employee Handbook review: Tabled. Discussion about Manager duties.

10) Other

- a) Board seat (president) selection: Mardi noted she would like to step down from her duties as President, after the September Board Meeting. She plans to assist with training of the next elected President through November 30, 2023. Frank, as Vice President has agreed to fill the seat as President and work with Mardi for the interim. Frank stated that he would likely decline the nomination to be president in 2024. The duties Mardi has been performing needs to be delineated between presidential duties versus administrative assistant duties. Mardi will resend the updated version of the defined duties out to board members. Board elections are in December, so we need to know for a smooth transition.
- b) Next Board meeting is September 13, 2023.
- c) Adjourned at 9:03pm.

Respectfully submitted by:

Barb McCall   
 LPWWA Board Secretary

**Consent Agenda for La Plata West Water Authority**  
**Transaction List by Vendor**  
**July 11 - August 7, 2023**

	Date	Memo/Description	Amount
<b>CDPHE</b>	08/03/2023	Inv #FGD20230740	100.00
<b>Century Link</b>	07/25/2023	XX2700 VISA PURCHASE CENTURYLINK LUME 800-244-1111 LA 00000000 004372	125.24
<b>Intuit</b>	07/20/2023	INTUIT * QBooks Onl 8295773	85.00
<b>Lake Durango Water Authority *</b>	07/14/2023	Inv #06/01/2023	8,043.44
<b>LPEA 2018011900</b>	07/12/2023	Acct #2018011900 - Inv #1900 07/06/23	857.00
<b>LPEA 2018012100</b>	07/12/2023	Acct #2018012100 - Inv #2100 07/06/23	549.00
<b>LPEA 2019042000*</b>	07/18/2023	Master meter vault	31.82
<b>LPEA 2021030600</b>	07/18/2023	Office Electric	42.97
<b>Office Depot</b>	07/20/2023	XX2700 VISA PURCHASE OFFICE DEPOT #63 800-463-3768 CO 41922120 022120	29.48
	07/21/2023	XX2700 VISA PURCHASE OFFICE DEPOT #10 800-463-3768 TX 39950497 050497	9.09
	07/21/2023	XX2700 VISA PURCHASE OFFICE DEPOT #10 800-463-3768 CO 39950505 050505	35.98
<b>Salt &amp; Main Accounting.com</b>	07/25/2023	Salt Main_Inv #7248-50	775.00
<b>Streamline</b>	3/1/2023	Website	75.00
	4/1/2023	Never received the bill so we are catching up	75.00
	5/1/2023	Never received the bill so we are catching up	75.00
	6/1/2023	Never received the bill so we are catching up	75.00
	7/1/2023	Never received the bill so we are catching up	75.00
	08/01/2023	Never received the bill so we are catching up	75.00
<b>SW Wastewater Services Inc.</b>	07/19/2023	Acct #LPWWA - Inv #3580 June	4,082.00
		Invoice 3549 May	3,060.00
<b>Utility Notification Center of Colorado</b>	07/31/2023	Invoice for July 2023	16.77
<b>Verizon Wireless</b>	07/18/2023	XX2700 VISA PURCHASE VZWRLLSS*PRPAY AU 888-294-6804 FL 00000000 078478	27.01

<b>Viasat (auto pay)</b>	07/12/202 3	XX2700 VISA PURCHASE VIASAT 866-945- 3258 CA 00000000 099075	60.48
<b>Yvonne L. Ellis</b>	TBD		630.00
<b>Yvonne L. Ellis</b>	08/04/202 3		1,220.00
<b>Horizon Environmental LLC</b>		USDA to reimburse	36,292.44

56,522.72