

**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, January 10, 2024, at 6:30 p.m. at 555 County Road 122, Hesperus, CO 81326, and via FreeConferenceCall.com. In attendance were Frank Smith, Barb McCall (via tele), Deb Flick, James Campbell, Aaron Preator (via tele), Doug Mize, Kevin Mallow, Dave Marsa (staff), Sharon Orr (advisory comm), Yvonne Ellis (staff), and Jeanette Haas (guest).

- 1) Call to Order by Frank at 6:37pm; quorum was met.
- 2) Roll Call: see list above.
- 3) Additions to the agenda: several invoices that were not included in the Bill.com list on the board drive.
- 4) Approve Agenda: A **MOTION** was made by Doug; seconded by Kevin; all approved.
- 5) Minutes Approval: December 13, 2023, meeting; A **MOTION** was made by Doug to approve the minutes; seconded by Deb; all approved.
- 6) 2024 Board Elections/Resolutions: Discussion regarding nominations for President. Frank would prefer to stay as Vice President. Kevin nominated James for President. A **MOTION** was made by Kevin to bring James on as Board President; Deb seconded; all approved. Barb and Deb have agreed to continue in their current roles. A **MOTION** was made to accept Resolution 2024-1 regarding Board meetings by Doug; seconded by Deb; all approved. A **MOTION** was made by Kevin to accept Resolution 2024-2 regarding Board positions and changes; seconded by Doug; all approved.
- 7) Financial reports: Deb reported on documents listed.
  - a) Receivables and P&L Statement
  - b) Consent Agenda & Preview: Discussion on timing of review and coordination with office staff. A **MOTION** was made by Kevin; seconded by Doug to include SWWC invoice for \$1240, and Utility Locates for \$24.51. New total of consent agenda is \$22,968,78; all approved.
  - c) Review LPWWA Collections Letter #1: Doug worked on the draft and Deb will reissue on Board drive for review.
- 8) Ongoing Operations and Business
  - a) Operator's Report: Dave reported on issues and faults that occurred. We have some spare parts now for backup. Viasat issues are occurring at Nighthorse booster station with IPAs. Pressure transducers are going out at the booster station so those will be replaced. Dave stated we need snow removal at the tank and the access road immediately. No bids were received from contractors for our request for bid. Dave will arrange someone for this time. Insurance issues were discussed.
  - b) Phase 0 O&M: Kevin reported meeting was rescheduled for January 22.
  - c) Fill Station Report: Yvonne reported June 2023 to December 2023 total gallons are 1,120,530 gallons with 79 customers averaging two commercial haulers doing 60% of those gallons.
  - d) ALP OM&R meeting update: Frank unable to attend and James tried online. Pete attended as reported by Kevin.
- 9) Comments and Communications
  - a) Board Members: Frank was requested to meet with a former board member.
  - b) Guests: Jeanette has volunteered to be on the advisory board for helping wherever.
- 10) Tabled and Unfinished Business
  - a) Cameras-Office security: James is currently working on this.
  - b) Employee Handbook: Sharon reported she is currently combining two manuals to update ours to comply with new laws. Discussion occurred over several topics, guidelines, and requirements.
- 11) New Business
  - a) Discuss Development of Business Plan/5-year plan for the Authority: Frank stated we need a basis for what we've done and where we are going. Development of a committee and work sessions and an outline would be helpful.
- 12) Other
  - a) Set next meeting date: February 14, 2024.
  - b) Executive Session per CRS Section 24-6-402 was entered at 9:32pm to discuss the employee handbook. A **MOTION** by Kevin to enter; seconded by James; all approved. Session ended at 9:53pm.
  - c) Employee Holidays: A **MOTION** was made by Doug to allow 6 paid holidays per year and pay backpay for the January 1<sup>st</sup> holiday; James seconded; all approved.

d) Adjourned at 9:55 pm.

Respectfully submitted by:



Barb McCall/LPWWA Board Secretary