

MINUTES for the MEETING AND BUDGET HEARING
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, December 13, at 6:30 p.m. at 555 County Road 122, Hesperus, CO 81326, and via FREECONFERENCECALL.COM. This meeting will include the annual budget hearing to review the 2024 Budget. In attendance were: Frank Smith, Barb McCall, James Campbell, Deb Flick, Doug Mize (via telecon), Wanda Cason, Yvonne Ellis, Sharon Orr, Dave Marsa.

- 1) Call to Order at 6:39 by Frank Smith. Quorum was met. No additions to the agenda.
- 2) Roll Call: see list above.
- 3) Approve Agenda: A **MOTION** was made by Deb as presented; Wanda seconded; all approved.
- 4) Minutes Approval: A **MOTION** for approval of the Meeting Minutes from the November 8, 2023, meeting as presented was made by Deb; Wanda seconded; approval with Doug abstained.
- 5) Financial reports-Deb
 - a) Receivables, P&L statement, 2023 Budget: Discussion included calls to past-due accounts and budget issues.
 - b) Consent agenda: two separate formats were presented and will be worked. A **MOTION** was made by Deb as presented; James seconded; all approved.
 - c) Budget Hearing for 2024: Review and approval of LPWWA 2024 Budget. A few updates were necessary. A **MOTION** as presented was made by James; Wanda seconded; all approved. A **MOTION** was made to accept the Resolution to Appropriate Sums (#2023-3) and Resolution to Adopt 2024 Budget (#2023-4) by Deb; second by James; all approved. New budget message created and will be filed with DOLA.
 - d) Audit Services for 2023–2025: Deb presented the 3-year proposal with the \$1500 increase from Haynie & Co. Barb made a **MOTION** to approve the proposal; Wanda seconded; all approved.
 - e) 2024 Colorado Special Districts insurance renewal: Increased for upcoming year 3-5% across the industry. Total is \$10,058. James made a **MOTION** to approve the renewal; Wanda seconded; all approved. Wanda volunteered to review the insurance billing each year ahead of the due date.
- 6) Ongoing Operations and Business
 - a) Operator’s Report: Dave’s updates included meter pits and their storage locations. An error occurred at the vault for the tank and is now fixed. Also, an issue with sensors occurred while pumping at the intake structure. Pumping amounts needed were discussed as well as the SCADA system. ALP OM&R requested LPWWA to have a designee at their monthly meetings. New president will have that responsibility.
 - b) Phase 0 O&M
 - i) Letter for the Raw Water Conveyance System: Frank prepared a letter to notify LDWA of the switch of operations to LPWWA/Dave Marsa to operate.
 - c) Fill Station Report: Yvonne reported monthly statistics.
 - d) RFP for Snow Removal: Finalized and will be posted at the fill station and on the Marvel Community page.
 - e) ALP OM&R meeting update: Dave attended in place of Frank.
 - f) Office personnel evaluation, wage increase, payroll provider: Deb discussed updating in these areas. Deb made a **MOTION** for a wage increase; James seconded; all approved.
- 7) Comments and Communications
 - a) Report From the Board Members: Frank reported that Barb has been reappointed to another three-year term by the ALPWCD.
 - b) Guests: None
- 8) Tabled and Unfinished Business
 - a) Cameras-Office security: James volunteered to research further.
 - b) Review of Board manual vs By-Laws and gap in numbering that refers to Amendment 3.9 [sic] 2nd Amendment to the Establishment Agreement: No issues were found.
- 9) New Business
 - a) Establish price breakdown of the Water Subscription for installations: Inclusions and exclusions were discussed, including meter pit, saddle, hot-work, SWWC labor and excavation (additional at customer’s cost).

- b) Timesheet or invoice approval for Administrative Assistant. James volunteered to be the designated approving board member.
- c) Administrative Assistant job description: Additional items were added after discussion.
- d) Discuss Development of Business Plan and/or 5-year plan for the Authority: Frank suggested we do at least a 5-year plan. Examples were uploaded to board drive folder for this meeting. Special meetings or work sessions will be scheduled. Also needed for maintenance and upgrades to our assets.

10) Other Business

- a) Next Board meeting: January 10, 2024
- b) Adjourned at 8:59 by Frank

Respectfully submitted by:

Barb McCall



LPWWA Board Secretary