

**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, July 12, 2023, at 6:30 p.m. at 555 County Road 122, Hesperus, CO 81326, and via FREECONFERENCECALL.COM. In attendance were Mardi Gebhardt, Barb McCall, Deb Flick, Frank Smith, Wanda Cason, Doug Mize (via telecon), Aaron Preator, Kevin Mallow, Sharon Orr, Yvonne Ellis (guest/staff in training), Pete Nylander, James Campbell (guest). Eric Bikis (SGM) and Garrett Parker (Primergy Solar) arrived at 6:45 pm.

- 1) Call to Order at 6:35 pm by Mardi. Quorum was met.
- 2) Roll Call: See list above.
- 3) Approve Agenda: An addition to the agenda is 9D, Employee Handbook, and 10A Board Packet. A **MOTION** was made to approve the agenda as edited by Deb; second by Frank; motion carried.
- 4) Ongoing Operations and Business
 - a) Operator's Report: Mardi reported for Dave Marsa about meters maybe going bad, but it may be the batteries. Dave Marsa was not in attendance, but he did send information on a security camera system we should consider. Further investigation regarding our needs and a local contractor may be very useful.
 - b) Phase 0 O&M
 - i) Committee Report: Kevin did not attend, but Pete attended and reported that the committee is working on a budget to set realistic line-item costs. Need UMUT designee for the committee. Need to determine what LPWWA can afford to work with. Doug needs comments on the fixed and variable costs for the spreadsheet.
 - c) Water Fill Station report: Phase 1 users will be assigned a time of use period prior to connecting to the system. This needs to be determined.
- 5) Comments and Communications
 - a) Report From the Board Members: WUC for a future Phase not in Phase 2 (John and Michelle Hays 3794 CR 117). The board decided not to accept the tap commitment for a potential future phase. Doug asked how to tell new WFS customers to get signed up for subscriptions. Forms are available on the website as well as on the porch at the office. Turnaround time is 48 hours max unless turned in on a Friday. Mardi stated that Community Connections has asked to contact Doug regarding his photo in the newspaper.
 - b) Refund WUC for Russell Harris: Mardi reiterated the info behind and will check accounts to see if it was previously refunded. Mardi noted a new subscriber south of the school, has had Service Review from engineer, so need board approval for subscription for Jose Enriquez. A reserve subscriber that is behind on billings now would like to be hooked up.
 - c) Guests time: James Campbell is interested in a board position. Lives on CR 126 and he wants to get involved. Mardi's position will be up in November through the La Plata Water Conservancy District, so he will submit his bio and request to them for appointment.
 - d) Employee application/Bio/Meet and greet: Yvonne Ellis has applied and has been preliminarily training under Mardi and Deb.
- 6) Minutes Approval: A **MOTION** was made by Deb to accept edits of the June 14, 2023, meeting minutes; seconded by Wanda; motion carried.
- 7) Financial reports
 - a) Receivables: Deb reported that financial documents were uploaded to the board drive this afternoon. At the end of June, there were 24 WFS customers, and 36 as of today, so the \$10 application fee for all is being deposited in the WFS administrative fees account. Separate accounts are being set up for other uses of the water accounts. Some liens will be filed with the County pending the addition of a policy of cancellation of subscribership. Do we ultimately remove the meter and write-off the account? Board to review process. Consult with Dave on removable parts. Total gallons sold is 113,193 gallons for the WFS.
 - b) Consent Agenda: see list of items attached. A **MOTION** was made by Frank to accept the revised consent agenda; seconded by Deb; motion carried.
- 8) Executive Session per C.R.S. 24-6-402(4)(e)

- a) Bikis/Primergy Solar Presentation - Project Overview Summary: A **MOTION** was made to enter session at 7:39 pm by Frank; seconded by Deb; motion carried.
- b) Employee application. Executive session ended at 9:03pm.
- 9) Old Business
 - a) Question to resume funding for Phase 2 with Christine Arbogast, ALPWCD (Tabled)
 - b) CWR&PDA contact is Bob Wolff (Tabled)
 - i) Letter to Phase 2 area and new campaign for commitments (Tabled)
 - c) Seeding and coordination with landowners: July 24, 2023, (Tabled)
 - d) Employee Handbook: Frank has been working on some policies. We will review next meeting.
- 10) Other Business
 - a) Other: A **MOTION** was made by Wanda to bring Yvonne Ellis onboard as a contract employee for 90-day probationary period while our employee policies are developed, pending reference checks; seconded by Deb; motion carried. A job description will be developed.
 - b) Mardi handed out packets for board members that included Rules & Regulations. Mardi met with the insurance inspector for a tour of assets today. Found the access road gate open so notified OM & R and LDWA. A leak was observed in the booster station that LDWA wants to repair. This requires them to notify us and to have our Operator to be a part of and approve the repair.
 - c) Next Board meeting: August 9, 2023, 6:30pm.
 - d) Adjourned at 9:15pm.

Respectfully submitted by:

Barb McCall 

LPWWA Board Secretary

| La Plata West Water Authority | | |
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| Transaction List by Vendor | | |
| June 12 - July 10, 2023 | | |
| | Date | Amount |
| A To Z Electric Inc. | 06/22/2023 | -1,530.77 |
| Animas La Plata Operation Maintenance & Replacement Association | 06/22/2023 | -2,145.00 |
| Bill.com | 07/06/2023 | -97.30 |
| Century Link | 06/27/2023 | -125.14 |
| Free Conference | 07/07/2023 | -3.00 |
| Intuit | 06/20/2023 | -85.00 |
| Lake Durango Water Authority * | 06/22/2023 | -7,999.71 |
| LPEA 2018011900 | 06/14/2023 | -857.00 |
| LPEA 2018012100 | 06/14/2023 | -236.00 |
| LPEA 2018012100 | | -549.00 |
| LPEA 2019042000* | 06/22/2023 | -38.38 |
| LPEA 2021030600 | 06/22/2023 | -36.52 |
| Salt & Main Accounting.com | 06/28/2023 | -775.00 |
| Souder, Miller & Associates | 06/15/2023 | -1,750.00 |
| SW Wastewater Services Inc. | 06/22/2023 | -3,060.00 |
| USDA Rural Development | 07/06/2023 | -9,337.00 |
| Utility Notification Center of Colorado | 07/06/2023 | -10.32 |
| Verizon Wireless | 06/20/2023 | -27.01 |
| Viasat (auto pay) | 06/12/2023 | -60.48 |
| | | 28,722.63 |