

**MEETING MINUTES OF 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, November 8, 2023, at 6:30 p.m. at 555 County Road 122, Hesperus, CO 81326, and via FreeConferenceCall.com. In attendance were Frank Smith, Barb McCall, Mardi Gebhardt, Wanda Cason, Deb Flick, Aaron Preator, Kevin Mallow, Sharon Orr, Yvonne Ellis.

- 1) Call to Order at 6:34 pm by Frank; quorum was met.
- 2) Roll Call: see above list.
- 3) Approve Agenda: Additions included the appointment of James Campbell by LPWCD has been approved see 9c. A **MOTION** was made by Mardi to approve the agenda with the addition to item 9c; Deb seconded; all approved.
- 4) Ongoing Operations and Business
 - a) Operator's Report: Dave is on vacation. Yvonne reported that today Colin sent three new service reviews with favorable results.
 - b) Phase 2 Report: Mardi reported that the contract with Souder Miller had a minimum recommended number of potential taps before they could recommend going forward. There are currently 44 taps which allows for an overall 4 taps/mile count which exceeds the minimum of 3.5 taps/mile. Mardi contacted Christine Arbogast for her contract revisions since we met the minimum required by the engineer.
Notice of Abandonment/Transfer and Refund Policy: Mardi stated that the policy is in place from previously, and we can use the same verbiage that was done by Amy Huff, and she approved us using that again.
Contract execution with SMA: Barb made a **MOTION** to proceed with contract of \$17,330 for updating the PER to proceed with Phase 2; Mardi seconded; discussion included Deb and Aaron concerned about line extensions, but they do have a fee schedule attached to the contract; all approved.
Lobbyist for Phase 2: as above, a revised contract has been requested.
 - c) Phase 0 O&M
Committee Report: Doug not in attendance. Assignment for creating draft letter to Lake Durango re: switching over operations to Dave Marsa. Frank will draft a letter. A copy will need to go to Russ at ALPOM&R and BOR.
- 5) Fill Station Report: Yvonne reported the 69th customer application today. 192,030 gallons for October. 760,000 gallons for year to date. Commercial haulers total 2 now, with another in the works.
- 6) Comments and Communications
 - a) Report From the Board Members: None
 - b) Guests: None
- 7) Minutes Approval
 - a) Approval of meeting minutes of October 25, 2023: Discussion included doing only action minutes. A **MOTION** was made to approve the minutes by Kevin; seconded; motion carried.
- 8) Financial reports
 - a) Consent Agenda: Discussion included history of why the consent agenda exists and what changes to the board manual are proposed for December meeting discussion. A **MOTION** was made by Deb to approve the agenda; seconded; motion carried.
 - b) Profit and Loss/ Balance Sheet statements: Discussion regarding some overdue billings. Documents were presented on the board drive.
 - c) Budget committee: Set date of Notice of Budget Hearing and posting will be in the Durango Herald starting next week in preparation for the December 13th meeting.
- 9) New Business
 - a) Farewell address and set date for exit interview with former President of LPWWA: An exit interview is requested with the President (interim and one Director). A date will be arranged by Frank. Thank you, Mardi!
 - b) Scope of work proposal for Manager: Discussion included getting RFQs from several entities.
 - c) New LPWWA Director: James Campbell has been appointed to LPWWA as the LPWCD designee as of today. A **MOTION** was made by Deb to appoint James Campbell to the LPWWA board of directors; seconded; motion carried.

10) Old & Tabled Business

- a) Evaluation summary for administrative assistant: 90-day plus evaluation occurred today. Contract employment status will cease at the end of November.
- b) Cameras: work in progress.
- c) Establish price breakdown of the Subscription: in progress.
- d) Review the discrepancy in Board manual vs By-Laws: Some discussion in preparation for review.
- e) Board Manual and Employee Handbook: Two stand-alone documents. Committee to include Deb and Sharon, and anyone else. Board to review after a committee compiles. A **MOTION** was made by Mardi to form a committee to work on the Employee Handbook and Board Manual; seconded; all approved.

11) Other Business

- a) Next Board meeting is December 13, 2023, (2024 Budget Hearing).
- b) Adjourned at 8:22pm by Frank.

Respectfully submitted,

Barb McCall



LPWWA Board Meeting