

**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 Special Meeting on Wednesday, October 25, 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 (left at 6:35pm), Yvonne Ellis, Sharon Orr, Doug Mize, James Campbell, Dave Marsa (left at 7:15pm), Wanda Cason, Aaron Preator (via telecon at 6:38pm).

- 1) Call to Order at 6:31 by Frank Smith. Quorum was met.
- 2) Roll Call: See list above.
- 3) Approve Agenda: A **MOTION** was made by Doug to approve the agenda; seconded by Deb; all approved.
- 4) Ongoing Operations and Business
 - a) Operator's Report: Dave reported that the three houses across the highway were to be connected today, but he got called out, so couldn't finish. He will connect them tomorrow including flushing. Waiting on more parts for another hookup nearby. Limit switches have been installed at the pump station.
 - b) Phase 2 Report
 - i) Summary of Phase 2 outreach: Yvonne reported that the Committee met last week (Mardi, Barb, Yvonne, Sharon, and Paul) worked on a gameplan for gaining more commitments. The committee will be phone calling and visiting additional parcel owners that are located along the proposed line extension. Sharon noted that the documents sent were too wordy and confusing. She and Mardi prepared some talking points for the committee to take and leave with potential customers. Sharon wanted clarification on the 3 homes on one meter on one parcel. We need the FAQs/talking points on a card to leave with folks we talk to and to put on the website.
 - ii) Contract with SMA: Doug brought up the point that we need to make the contract to proceed on the PER contingent on the "taps per mile" minimum, so the committee will need to proceed with customer contacts and firm up the area covered with all the definite commitments before we can update the PER. We have a little time as Christine's contract will not start until November, and Amy has asked for and received the rate quote for additional services from SMA.
 - c) Phase 0 O&M
 - i) Committee Report: Doug reported that he and Pete met. Discussion included "the plan" and how complex that needed to be.
 - ii) Draft Operating Agreement Between LDWA/LPWWA for the Raw Water Conveyance System switch over operations to LPWWA and Dave: Need a less complicated "plan" based on quarterly operations of maintenance. Pumping times can be coordinated.
 - d) Fill Station Report: Yvonne reported the monthly status (with no whiteboard); 65 customers now with increased volume.
 - e) Resuming funding for Phase 2, Christine is fine with changing to Nov. 1, 2023, Service agreement. See above.
 - f) Yvonne's probationary period ends 10/15/23. Mardi and Deb have prepared the evaluation and would request an executive session. She will continue as a contract employee. Unemployment insurance is a question. Deb will research.
- 5) Comments and Communications
 - a) Report From the Board Members: Deb brought up snowplowing. We need to make an RFP and put in the contract docs what our needs are i.e., automatic 6am plowing if greater than 2" at various locations. Doug will work on an RFP. Post in Herald and Marvel Community FB Page.
 - b) Guests: None.
- 6) Minutes Approval
 - a) Approval of meeting minutes of: October 18, 2023; A **MOTION** was made by Doug to accept the edits as presented, seconded by Deb; all approved.
- 7) Financial reports
 - a) Receivables: Deb reported nothing out of normal to note.

- b) Budget committee: Deb reported on the committee meeting last night. Discussion included the costs relative to Dave's time for various tasks and improvements (everyday maintenance), possible equipment purchases, water purchases, setting aside funds to pay for water in 2025, 2027, and 2031 reserves for catastrophic events, and O&M costs. Date of Budget Hearing will be December 13, 2023, and will be announced in the Durango Herald newspaper at least two weeks in advance.
- 8) New Business
- a) Establish price breakdown of the Subscription and what does it include/exclude: Waiting on Dave for definitions (in-phase vs out of phase work) as these will drive the amount set for the subscription price.
 - b) WUC Transfer fee to increase to \$50.00: Reason for the increase is that the filing fees have increased and time with working with the title company (phone calls). Deb made a **MOTION** to increase the transfer fee from \$35 to \$50; Doug seconded; all approved.
 - c) Review the discrepancy in Board manual vs By-Laws and gap in numbering that refers to Amendment 3.9, 2nd Amendment to the Establishment Agreement: Deb explained the issue somewhat. Frank will grab pertinent documents and will put them in the December meeting folder on the Board drive. Tabled further discussion until the December meeting.
- 9) Old & Tabled Business
- a) Cameras: SDA funds will match at 50% of what we spend up to \$2000. Frank will contact Dave for the update.
 - b) Board Manual and Employee Handbook: Deb will research and work on issue.
- 10) Other
- a) Open Nomination from the floor for a VP: Discussion regarding timing with founding entities and their appointees, division of duties, and position/task realignment possibilities.
 - b) Next Board meeting: November 8, 2023
 - c) Adjourned at 8:41pm by Frank with **MOTION** by Deb.

Respectfully submitted,



Barb McCall

LPWWA Board Secretary