

**LA PLATA WEST WATER AUTHORITY
BOARD OF DIRECTORS**

Meeting Minutes for December 12, 2018

- 1) Call to Order – Meeting called to order at 6:40pm by Ken Spence. Board members in attendance were Ken Spence, Roy Horvath, Deb Flick, Mardi Gebhardt, Paul Gray, Barb McCall (via phone), and Frank Smith. Others in attendance were Kristi Brunner with B&W (via phone), Amy Huff joined the meeting at 7:03-7:35pm.
- 2) Approve Agenda- an item was added for executive session to discuss easements. Pull November meeting minutes out of the consent agenda due to corrections made on the table for invoices. Roy made a motion to approve the consent agenda as amended, Paul seconded the motion which was approved.

3) Consent Agenda

- a) Minutes from November 14, 2018 meeting- October 10 meeting minutes
- b) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount
Herald		15.60	Farm Boy Custom Ironworks	102	\$ 400
Williams	PA 01	115,985.29			

- c) Mardi made a motion to approve the consent agenda with the November 14 meeting minutes pulled out of the consent agenda, Deb seconded the motion, approved by all.
- 4) A motion was made by Paul to go into executive session to discuss legal matters, Mardi seconded the motion. We entered executive session at 6:49pm. We moved out of executive session at 7:37pm no decisions were made and no action was taken.
- 5) Comments and communications-Mardi heard from Anderson's and they sold their property, they asked if the easement would need to be reissued or transferred. The answer was no, the easement would ride with the property. Barb attended the 811 meeting. She reported it was mostly a legislative update and she is trying to get LPWWA set up in the system. Roy heard from Nan Altman about the line coming up in the Hwy 140 area near Breen. Roy updated her that it will be there within the next thirty days. Ken got an email from someone on Hwy 160 near the ski area who was inquiring about water service in that area.
- 6) LPWWA Administration
 - a) November 14 minutes and the consent agenda table that has been corrected. Motion to approve the November 14 , 2018 meeting minutes with the corrected consent agenda table attached was made by Paul and seconded by Deb, approved.
 - b) Email votes – Metron Meter & Archeology survey-Both votes were made via email and approved. Email copies of the correspondence will be attached to these minutes.
 - c) Budget Hearing and Adoption of 2019 Budget-Mardi handed out hard copies of the proposed budget. We reviewed and discussed the amounts shown for the 2019 budget year. Motion to approve the budget with the addition of the funding to install the irrigation culvert was made by Roy, Frank seconded the motion, Approved by all. Resolution 2018-4 Deb moved that we approve resolution 2018-4 to appropriate sums of money, Barb seconded the motion, approved by all. Resolution 2018-5 to adopt the 2019 budget, Mardi made the motion that we approve resolution 2018-5 to approve the 2019 budget, Roy seconded the motion which was approved.
 - d) Finance – Mardi Gebhardt-Mardi explained the LPEA billing and the request for reimbursement to Canyon Construction for electric costs up until substantial completion of the project. Mardi asked for the following invoices to be approved for payment. SDA insurance payment of \$3,017.98. Wildblue/Viasat \$62.28

Barb turned in reimbursement request for \$10 for stamps purchased, two new LPEA bills, total \$1,439. Deb made a motion to approve the four invoices presented by Mardi for operating and Phase 0 expenses, Paul seconded the motion, which was approved by all.

Other invoices presented at the meeting were from Bartlett & West invoices. Roy asked Kristi about invoice that ends in 111 that we have spent \$32,000 and we are not far into the project. Kristi asked Will about their schedule, he provided a 5 week schedule and they are planning on working after the holidays. She would prefer they shut down as they are not making the production they need to and it is costing LPWWA more money by having the Construction Observer onsite. Mardi made a motion to approve the four invoices for phase 1, \$1,697.94 for additional tank design for vault, \$18,792.75 for construction administration, \$1,090.80 not easement land insight, and \$19,366.90 for Construction Observation, Paul seconded the motion which was approved.

- 1) Engagement letter from auditor- we reviewed the letter from Beckstead CPA. Roy suggested for continuity that we stay with Beckstead for our annual audit. Mardi made a motion to approve Todd Beckstead's engagement letter, Paul seconded the motion which was approved by all.
- e) ALPWCD Reappointment- Ken
- f) Review Board Manual- Ken suggested to table for now. But asked that we all review the manual and provide him feedback.
- 7) Phase 0 Design/Engineering – Kevin Mallow
- 8) Phase 1 Design/Engineering – Mardi Gebhardt-
 - a) President Incidental cost approval procedures- Roy wants the amounts to be known prior to accepting this process.
 - b) Back fill issues- RFI from Williams about backfill. Frank suggested that they have the specifications and they should have read what was required of them.
 - c) Ditch Permissions-will focus on HH Ditch first as it is the first one we will encounter.
- 9) Phase 2 – Design/Engineering - Ken Spence
- 10) Adjourn- motion to adjourn made by Ken, Deb seconded the motion, approved by all.

Next LPWWA Board meetings – January 09 & February 13, 2018

Minutes as reported by Frank Smith, LPWWA Substitute Secretary



Approved on January 9, 2019

This Agenda may be amended prior to the meeting as allowed by law. The most current agenda will be posted on the Board's website at <http://lpwwa.org/agendas.php>. Prior to voting to go into Executive Session, the Board will declare the topic(s) of the Executive Session pursuant to § 24-6-402, C.R.S. It is anticipated that any marked () agenda items may be discussed in Executive Session and acted on by the Board at this meeting. Any action taken by the Board will occur in regular session, open to the public. The Board may address the agenda in any order to accommodate the needs of the Board and the audience.*

Summary of email votes on June, 20, 2018 for Metron meters and if we should use cellular.

Ken asked everyone to vote Yes or No on use of Metron meters and also if we should use Cellular system.

Results:

Cellular – 7 Yes - Kevin, Ken, Mardi, Paul, Barb, Frank, Roy

1 No – Bernadette

Metron Meter – 8 Yes - Kevin, Ken, Mardi, Paul, Barb, Frank, Roy & Bernadette

0 No

Summary of email votes on Oct, 23, 2018 for Archaeological Survey

Motions by Mardi: I Mardi Gebhardt, make the motion to accept the lowest of the received bids for LPWWA's RFP, that Kristi Brunner emailed to LPWWA October 22, 2018 for the additional archaeological survey that is required in order to proceed with Phase 1 pipeline construction. The lowest bid was received from Jeffrey Adams of Interior West Consulting, LLC, for \$7,970, together with allowing board president, Ken Spence, the ability to sign the contract with Interior West Consulting, LLC when it becomes available.

Paul Second

Results:

7 Yes - Ken, Mardi, Paul, Barb, Frank, Roy, Deb, Bernadette

0 No