

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

**Meeting Minutes for November 14, 2018**

- 1) Call to Order –Ken Spence called the meeting to order at 6:37pm. Board members in attendance were: Ken Spence, Roy Horvath, Paul Gray, Kevin Mallow, Mardi Gebhardt, Barb McCall (on the phone), and Frank Smith. Joe Silveria with B&W in person, Kristi Brunner on the phone.
- 2) Approve Agenda-Frank made a motion to approve the agenda as amended, Kevin seconded the motion which was approved by all.
- 3) Consent Agenda

a) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount	Company	Invoice #	Amount
CWLL	2774	\$840.00	B&W	730068239	\$740	Printable Checks		\$209.37
Wild Blue	Nov.	\$62.28	B&W	00730068246	\$13,409.64	Knox	491330	\$114.00
SF271 PA 01	Phase 1 Permit	\$7,553.60	B&W	00730068251	\$2,422.50	Just Click Print	46747	\$24.68
Barb McCall	Celebration	\$137.80	B&W	00730068634	\$11,632.35	ESRI	25866954	\$500.00
Deb Flick	Celebration	\$162.88	B&W	00730068633	\$3,209.07	CWRPDA	Dec.	\$3,705.00

- b) Motion to approve the consent agenda was made by Mardi, seconded by Paul, approved by all.
- 4) Comments and communications
    - a) Gabe Watkins asked Frank Smith what the current tap fee is. Frank replied with the current amount and also directed Gabe to the LPWWA website for updated information.
    - b) Finance – Mardi Gebhardt- Wanted to see in the Finance Committee report specific items regarding finances related to Phase 1 costs. Reimbursable costs for USDA are only compensable back to March of 2017. The report shows the dollar amounts but the page needs reformatted.
    - c) Deposit from Indian Shadows surrendered funds will go into the Operating Account.
    - d) Bruce Whitehead uncashed check from returned tap commitment fee. Ken suggested writing Bruce a letter stating that the check will be cancelled if not cashed by a certain date. We will transfer all but \$1,000 from the Bank of Colorado account to the operating account.
    - e) Charges from B&W \$17,205.30 for easements, not reimbursable- Mardi requested direction of where to draw from to pay these invoices. Tabled for now. Frank suggested re writing the scope of work to cancel the previous scope for easements which were attached to a previous agreement and include it in phase 1 so the costs could be reimbursed. Roy really wants to get Phase 0 closed out and cleaned up.
    - f) Mardi met with Tribes today all are in agreement and a credit memo will be forthcoming.
    - g) Contractor's application for payment on the screens. Frank made a motion to approve payment on pay app 1 for the screens as presented and pay app 2 after it is corrected, Paul seconded the motion which was approved by all.
    - h) Mardi received approval from Duane Dale to use contribution funds to pay all costs included with LPWWA's Pay App #2 to USDA. Mardi has checks to sign, has invoices that need to be reviewed and initialed, Wire to CWRPA second payment, no check needed.
    - i) Budget meeting- need committee meeting, post draft budget to newspaper. December meeting will need to include Budget hearing.
  - 5) Phase 0 Design/Engineering – Kevin Mallow- Culvert issue is still ongoing, Jeff sent information to Kevin who will forward on to Ed Warner. Kevin suggested we look at the final closeout real soon. Ken stated the additional work is in the works but awaiting materials, they plan to do punch list when they come back. Mardi has been talking with Charlie about funding sources and final costs. 210 pipeline is under budget by 64k, 125 pipeline is over budget by ~ 89k. Refer to the agreement for how the leftover money is re-allocated.
    - a) SCADA – Alarms- Paul gets the emails, Joe at ALP gets the phone calls. We can change ourselves to reset to whomever we choose.



- b) LPEA agreement- Roy moved to accept the agreement and allow Ken to sign the agreement for the Repeater with LPEA, Mardi seconded the motion, further discussion, Kevin asked –as long as LPEA doesn't change the agreement. Approved by all.
- c) Change Order for Air Vac at Booster Station site.
- 6) Phase 1 Design/Engineering & Construction- Ken asked whom should be contacting Joe and Kristi regarding direction on tasks. Mardi wants to be involved. Ken suggested the Board President be the one to provide direction to the B&W staff. Joe asked that we cc Kristi on all emails so everyone is in the loop.
  - a) Easement Data Entry- Mardi hasn't had time to upload and get them into Land Insight. She asked if we could have Joe work on this? Joe is willing to scan them in, get them on a flash drive and get them on the server. Possibly do this on a rainy day.
  - b) Resolution 2018—Non-subscribers & Easements – Ken- Mardi made a motion to pass the revised resolution 2018-3 and the addendum 2018-3, Paul seconded the motion. Roy asked for Joe's experience- it applies to that person who owns the property, not future owners. Mardi brought up the point that we always have the right to waive it in the future. Kevin asked Joe how much luck he has had getting signatures on the declination letter. He has not had a lot of luck with it. Approved by a vote of 6 in favor and one abstention.
  - c) Extensions – How to charge & Track – Ken-think about how future extensions will be paid for. Mardi mentioned the City has something that if one property owner pays for the improvement then others who benefit from it in the future pay that owner back. Roy suggested calling it system equity costs.
  - d) Construction Meetings – Who attend –Ken asked who should attend meetings, Mardi has to attend, Ken should also be there. Joe will represent B&W at meetings. Meetings to be held at B&W.
  - e) Subscriber Information Sheet – Ken we reviewed document, Frank suggested using a table for the company information.
  - f) La Plata County easement permit vote- Motion to approve and pay for easement permit was made by and seconded by vote by email results were 8 in favor of paying for the easement permit and one opposed.
  - g) Mardi made a motion to approve the change order for 8" C-900 SDR 18 pipe for 60 cents per lineal foot increase above the quoted specification pipe for a total of 1,535 feet, total price \$921. Paul seconded the motion, approved by all.
  - h) Mardi asked if we can preapprove a dollar amount for change orders that Ken can approve without having to have a meeting or vote to discuss. Kevin asked if we could go with a consensus to move forward and then formally vote on at a regular meeting. Roy moved that we set up a procedure that the President can gather a consensus poll for incidental costs up to a limit of \$10,000 within a given 30 day period, Paul seconded the motion, approved by all.
  - i) Executive session for legal on easements- Roy moved that we move into executive session for discussion of legal on easements, Paul seconded, all in favor. Entered executive session at 9:18pm. We left executive session at 9:31pm no decisions made, no actions taken.
- 7) LPWWA Administration
  - a) Manager & Bookkeeper Descriptions – Roy sent them out today. He would like feedback on the separations of duties. Currently he has it as the GM performing both Operations and Bookkeeper/Clerk duties. After we are up and running we could bring on the additional person to perform the clerk duties.
  - b) Task Tracking- Ken-todoist will up their costs on December 1<sup>st</sup>. If you get in now the cost will be locked in as long as you use it. The value of the paid format allows you to use it to attach documents and update of tasks. Not going to use it going forward.
  - c) Board appointments –Mardi (LPWCD)- Mardi reappointed. Roy wrote letter of support for Ken to be reappointed.
  - d) Colorado Rural Water Association – Ken- item skipped for tonight's meeting.
  - e) Open House/Construction Party- Mountain Shadows 4-H will help. Kikel Ranch will donate meat. Start cooking on Friday. \$5 per plate. Ken has stakes painted and decorated and will bring them. Barb would like everyone to show up at 9:30am for table setup and chairs.

- 8) Future Phases – Design/Engineering - Ken Spence-water dock, Schmitt property, County support for water dock, will waive culvert fee. Roy will get the appraisal \$400, survey \$800, and title work \$. Mardi made the motion to extend the budget for the Schmitt parcel to \$2,000, Paul seconded the motion, motion approved by all. Barb brought up Farmington Schools is getting rid of some trailers that she is looking into. Joe offered a name of another water depot Useemco, out of Towa, Wisconsin. If you do a truck system you need to provide drainage.
- 9) Discuss Officers-did not get to this item
- 10) Adjourn-motion to adjourn-made by Frank- 10:08pm

Next LPWWA Board meetings – Dec 12 & Jan 09, 2019

Minutes as reported by Frank Smith, LPWWA Substitute Secretary

Approved on 12/12/2018

Frank Smith

*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.*




## Corrected Consent Agenda Table for 11/14/18 Board Meeting

Correction was needed due to clerical errors and late submission.

		Company	Invoice #	Amount	Company	Invoice #	Amount	Company	Invoice #	Amount
		CWLL	2774	\$840.00	B&W	730068239	\$740	Printable Checks	bank charge	\$209.37
		Wild Blue	Nov.	\$62.28	B&W	730068246	\$13,409.64	Knox	491330	\$114.00
		LPC Eng	Phase 1 Permit	\$7,553.60	B&W	730068251	\$2,422.50	Just Click Print	46747	\$24.68
		Barb McCall	Reimbrs.	\$98.94	B&W	730068634	\$11,632.35	ESRI	25866954	\$500.00
		Deb Flick	Reimbrs.	\$80.06	B&W	730068633	\$3,209.07	CWRPDA	Dec.	\$3,705.00
Late Submission	11/14/18	Canyon	Contr. 1 pa 17	\$14,530.25						
MISSING	11/6/18	Amazon	Ribbon & Bows	\$38.86						
MISSING	11/13/18	LPEA	Booster 10.29.2018	\$576.00						
MISSING	11/13/18	LPEA	Intake 10.26.2018	\$863.00						
MISSING	11/1/18	Vogel Cakes	Ground breaking cakes	\$50.00						

Approved at 12/12/18 Board Meeting

  
Secretary (Substitute)