

LA PLATA WEST WATER AUTHORITY

BOARD OF DIRECTORS

Meeting Minutes for September 12, 2018

- 1) Call to Order – Meeting called to order at 6:36pm. Board members in attendance were: Roy Horvath, Ken Spence, Deb Flick, Kevin Mallow, Mardi Gebhardt, Barb McCall (via phone), Paul Gray (arrived at 6:42) and Frank Smith. Others in attendance were: Kristi Brunner with Bartlett & West (via phone). Steve and Denise Stovall arrived at 7:12pm, Stovall's left at 8:05pm.
- 2) Approve Agenda- add Line locator, budget committee add to finance, information on contractor's on website under phase 1: Frank made a motion to approve the agenda, Deb seconded the motion which was approved by all.
- 3) Consent Agenda
 - a) Minutes from August 08, 2018 meeting
 - b) Invoices –

Company	Invoice #	Amount	Company	Invoice #	Amount
CWLL	2643	\$577.50	B&W		
LP county Clerk	113775	\$41.00	SUIT	Easement	\$1358.50
LPEA	Booster	\$992 paid by credit	LPEA	Intake	\$1115

- c) Deb moved that we accept the consent agenda, Barb seconded the motion, approved by all.
- 4) Comments and communications- Roy had a call from Rob Genwaldi who had someone call about a water dock, Roy called back and left a message that we are still considering it and would follow up with more information. Roy also spoke with Kristin Dahl of CDPHE. Mardi was called by Denise Stovall who may show up to the meeting this evening. Shannon Daniel of Red Mesa asking if she could still purchase a tap, Mardi explained that we are not on that phase yet. Ken spoke with Altman next to the Breen Building, asking about purchasing a tap. Could possibly work with the Breen Building to work out something to get the line to her property. BOR emailed Ken, couldn't get into the property, Ken explained that we are in transition from construction to ownership. Ken counts seven locks that need to go on the gate.
- 5) LPWWA Administration
 - a) Finance – Mardi Gebhardt (10)-Budget committee needs to be established and meet to have a draft ready for October meeting. Deb, Paul, Roy, and Ken volunteered to be on committee with Mardi. 1st Meeting set for Monday, September 24, 2018, 7:00pm. **Location?**
New invoices-Timberline invoice paid by LDWA, Mardi asked if anyone could tell who is responsible for payment, Kevin and Ken both remembered Charlie stating it needed paid and he paid it. Jeff was sure that it should have been included in Timberline's scope and no additional charges should have been incurred by LPWWA. Kevin stated Charlie should be responsible for the charges. Invoices for consideration of payment tonight are as follows: LPEA invoice \$863 for 210, LPEA invoice for Booster Station \$207.00. Beckstead invoice in the amount of \$1,940 for final 25% of audit billing. CWLL-\$574.20. Kevin made a motion to pay those four invoices, Deb seconded the motion which was approved by all.
Mardi stated that SUIT and LDWA have paid on some old B&W invoices and she asked if we could pay the amounts of that we have received, everyone felt that would be ok. Deb moved that we pay LDWA and SUIT portion of the B&W Construction Observation invoices. Paul seconded the motion, approved by all.
Mardi did the cash flow analysis, statement of cash position and sent to Duane for review.
 - b) Discuss hire manager & bookkeeper with possible ALP grant – Ken (15)-Ken turned in the grant application but it didn't make the most recent ALP board meeting, it should be on the November meeting agenda. CDPHE may be the best source of information on level of operator or manager we need

for our distribution system. Mardi suggested Ed Tolin w/ LPLAWD in Ignacio. Kevin suggested a job needs analysis. Barb, Roy, and Kevin volunteered. Roy will head up the group to set up meetings. Mardi asked Kristi if the manager position could be charged to the construction administrator position in the LOC, Kristi answered that those funds would be for B&W to administer the contract. Ken suggested putting off the bookkeeping aspect at a future meeting. Kevin suggested that we do both the manager and bookkeeper at the same time.

- 6) Phase 0 Design/Engineering – Kevin Mallow (10)-Kevin reported that there has not been a whole lot of movement. BOR Ed Warner, Ditch culvert, must be maintained to preserve the historic water right. B&W was going to find a route to deliver the water without having to put the culvert in. Kevin suggested to Jeff that we stay in the surveyed right of way.
 - a) Substantial Completion & Punch List-Ken got the letter to sign today along with the punch list,
 - b) Screens- Jeff couldn't get a hold of anyone to confirm that the screens will be arriving in the next week or so.
 - c) 811 pipe location instrument- Should this go to OM&R committee. Ken stated that the locator is mostly needed for the 30" and 16" because Phase 1 will be all GPS located. Barb questioned that OM & R probably would not locate the pipe outside of the BOR property.
- 7) Phase 1 Design/Engineering – Mardi Gebhardt (20)-The exhibits will be signed and sent to Duane.
 - a) Exhibit K Amendments- permission was already given to Ken to sign the exhibits in a previous meeting. Kristi provided an update- USDA directing B&W to open up negotiations to the other contractors, contractors were interested at first thinking that the scope would be reduced, after realizing the scope would not be reduced, they bowed out.
 - b) Update on Schedule 1 (Lay Pipe)-Contract documents were sent to Williams Construction for review and signature, they have 15 days to execute and return the documents. Williams is looking at their construction schedule. Mardi made a motion to have B&W notify Williams Construction that we will extend the date of the schedule one substantial completion to November 15, 2019, Kevin seconded the motion. Unanimously approved.
 - c) Update on Schedule 2 (Tank)-Kristi provided an update. Plans updated and submitted to USDA, Approval to advertise on August 31, 2018. September 3,5,7, & 10 advertising ran in the Durango Herald. Bid opening September 18, 2018. Duane thinks we will hear back about the funding for the tank by the end of this week. Package was sent in to USDA Washington D.C. on Monday. Mardi made the motion to let Ken Spence sign Phase 1, Schedule 1 construction contract 2018-1, Deb seconded the motion, unanimously approved.
 - d) Upcoming Tasks- Bid opening for schedule 2 for tank construction September 18, 2018 1:30pm B&W to evaluate bids to determine responsiveness, & give us a recommendation-
 - e) Special Board meeting September 26, 2018 3:30 maybe at B&W office in Durango. Kristi to check on whether Dallas will be there to let us use the conference room.
- 8) Celebration-Ground Breaking ceremony at the Breen Building – Barb opened the discussion by asking for potential dates and what type of celebration does the board desire. Kevin asked how much money we want to spend on this, Deb stated that we want to do this right. Have information available for the community to understand what it will take to hook up to the system, also a list contractors who can perform this type of work. Ken suggested whatever we do, we make it RSVP, so we know how much food to have available size of venue needed, etc. Mardi suggested having a ground breaking ceremony with USDA, Contractor, B&W staff, LPWWA Staff, and then have an open house to feed and provide information to the community or tap holders. Roy suggested marketing for future taps as well. Ask community businesses for donations. Ken asked Paul to come up with a list of contractors that can perform the house service lines for the homeowners and also list on our website, not a recommendation but a list of those who perform the services. Barb suggested having specifications and a drawing available for information on what is required by code and regulations for tie-ins to the meter. Kristi thought she could put something together to help us.
- 9) Future Phase – Design/Engineering - Ken Spence (10)

- a) Water Dock- Ken put out on the board drive some thoughts he has had on the water dock. Durango Water costs \$16.00/1000 gals.
- 10) Discuss President & VP position
- 11) Adjourn-Motion to adjourn made by Roy, Paul seconded the motion which was unanimously approved 9:06pm

Next LPWWA Board meetings – October 10 & November 14, 2018

Minutes as reported by Frank Smith, LPWWA substitute Secretary

Approved on 10/10/18

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.*