

**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 meeting on Wednesday, July 10, 2024, at 6:30 p.m. at 555 County Road 122, Hesperus, CO 81326, and via FreeConferenceCall.com. In attendance were James Campbell, Barb McCall, Frank Smith, Wanda Cason, Doug Mize, Dave Marsa (SWWC), Sharon Orr (Advisory), Mardi Gebhardt (Advisory), Bernadette Cuthair, Deb Flick (6:39pm), Kevin Mallow (6:40pm), Aaron Preator (6:40pm).

- 1) Call to Order at 6:30 pm by James. Quorum met. No additions to the agenda.
- 2) Roll Call: See list above
- 3) Approve Agenda: A **MOTION** to approve the agenda as presented was made by Doug; second by Doug; all approved.
- 4) Approval from the May 8, 2024, notes of conversation with no quorum, and June 12, 2024, meetings (2 electronic votes after May meeting): Bernadette made the **MOTION** to approve both sets; all approved.
- 5) Ongoing Operations and Business
 - a) Operator's Report: Dave reported registers getting changed out on meters since batteries dying. Shelter over control at booster station will cost right at \$3000 which was approved last month. Tie-ins waiting on excavator companies. The tank inspection will be in September.
 - b) Pumping schedule data: Need to designate a person to compile data based on Dave's data he shares with LDWA. Splits will depend on who's requesting water. 50/50 if for maintenance. Dave reports to ALP, LDWA everyday so will also include Yvonne.
 - c) Fill Station Report: James reported we have 97 customers and 221,914 gallons year to date, and we are officially over the 1-million-gallon mark! We have a process for complaints as well and handled via Yvonne.
 - d) Service Capacity Review policy: Discussion included a revisit of the policy. The policy states that the applicant requesting the service pays the review fee since we must pay the Engineer for the review service to determine capacity.
- 6) Phase 2 Committee Update: Sharon and Mardi presented the committee update and work on the Community Change Grant. Points were provided for the board to consider. For example, mean income may be used by the EPA to make equitable community enhancements and provide benefits especially on the environmental aspects within the community. Other enhancements that would cost less than \$5000 per SMA would include solar SCADA and micro hydroelectric generation on the pipeline, fire hydrants to fill trucks from the main line, a mechanized chlorination system to eliminate contamination and minimize chlorine usage, hazmat reduction of making chlorine on site instead of hauling. Tribal support letter drafts will be done and sent to Kevin and Bernadette for submittal to the chairman. The new date for submittal is August 15 (35 days from today) for the review help. It's a rolling grant so we want it in as quickly as possible.
- 7) Financial reports: Deb presented the documents for board review.
 - a) Balance Sheet, Profit & Loss, Consent Agenda: Consent agenda should not contain the tank ROV inspection invoice yet. Consent agenda total \$37,388.92 to accept was made by Doug; second by Frank; all approved.
 - b) Accounts Receivables/Audit: Doug made a **MOTION** to accept the audit as presented; seconded by Frank; all approved.

- c) Delinquent account (s): One account has been dealt with according to policy and requires a vote by board for shut off to be scheduled. A **MOTION** was made by Deb to proceed with shut off for account #WT24090; second by Kevin; all approved.
- 8) Operations and Management Committee: Doug and Dave brought up the proportionate share of water needs to be added specifically as well as the maintenance as stated above.
 - a) Approval of Operating Agreement between LPWWA and LDWA: **MOTION** was made by Doug to approve this agreement; Aaron seconded; all approved. James will update the OM & R meeting attendees of the designated representatives from LPWWA to the OM & R association.
- 9) Comments and Communications
 - a) Report From the Board Members: Deb mentioned the SDA meeting. James is collecting baseline data for the time required for the hiring of a system manager. Frank and James submitted the Revolving Fund application. Barb reminded everyone that he will stay on the board as long as possible, but that all board members need to be searching for board position applicants as well as advisory committee participants.
 - b) Guests (none)
- 10) Tabled and Unfinished Business
 - a) Pricing at Water Fill Station/Tribal Discount: Kevin brought up discussion about a tribal member asking about setting up a discount policy for tribal accounts at the fill station. The current situation does not allow for the Authority to offer this; however, it could be considered after future phases are connected.
 - b) Disconnect Approvals (see delinquent accounts above).
 - c) Discuss Development of Business Plan and/or 5-year plan for the Authority. Discussion includes the possibility of this grant acquisition which would hugely affect our 5-year plan.
- 11) New Business
 - a) Non-Discrimination Act policy addendum to our manual is required for an oral translator on call. Deb made the **MOTION** to include the amendment; seconded by Frank; all approved.
- 12) Other Business
 - a) Next Board meeting on August 14, 2024
 - b) Adjourned at 8:41pm

Respectfully submitted,

Barb McCall
LPWWA Board Secretary

La Plata West Water Authority					
Consent Agenda-July 10, 2024					
	Date	Transaction Type	Memo/Description	Account	Amount
Bill.com	06/06/2024	Expense	Preauthorized ACH Debit - BILLING BILL.COM LLC BILL.COM	10119 TBK WUA (#8245)	\$ 125.83

			01B4UUSEUJQUFEG STMT XXXXXXXX6780 LA PLATA W		
Brownhill Engineering and Controls	06/20/2024	Bill		20000 Accounts payable	\$ 965.60
Brownhill Engineering and Controls	06/21/2024	Bill Payment (Check)	Inv 27920	1072 Bill.com Money Out Clearing	\$ 3,650.00
Century Link	06/25/2024	Expense	LumenCenturyLink SPEEDPAY XXXXX2881	10100 Bank of Colorado	\$ 126.85
Free Conference	06/07/2024	Expense	XX4291 VISA PURCHASE FREE CONFERENCE 877-5531680 CA 36339540 033520	10100 Bank of Colorado	\$ 3.00
Gusto	06/05/2024	Expense	Preauthorized ACH Debit - GUSTO FEE 753984 6semk1b0qr4	10119 TBK WUA (#8245)	\$ 46.00
Intuit	06/20/2024	Expense	INTUIT * QBooks Onl 8901069	10100 Bank of Colorado	\$ 90.00
La Plata County Clerk and Recorder	06/04/2024	Expense	MSB*LPCCLERKANDR DURANGO CO 36855745 055745	10100 Bank of Colorado	\$ 451.68
Lake Durango Water Authority *	06/27/2024	Bill Payment (Check)	Inv 100085 20240501	1072 Bill.com Money Out Clearing	\$ 7,751.20
LPEA 2018011900	06/20/2024	Bill Payment (Check)	Acct 2018011900 - Inv 1900 0624	1072 Bill.com Money Out Clearing	\$ 3,896.00
LPEA 2018012100	06/06/2024	Bill		20000 Accounts payable	\$ 2,573.00
LPEA 2019042000*	06/27/2024	Bill Payment (Check)	Acct 2019042000 - Inv 2000 06.24	1072 Bill.com Money Out Clearing	\$ 50.81
LPEA 2021030600	06/27/2024	Bill Payment (Check)	Acct 2021030600 - Inv 2021030600 06.24- - bill.com Check Number: 776127	1072 Bill.com Money Out Clearing	\$ 108.93
Office Depot	06/04/2024	Expense	XX4291 VISA PURCHASE OFFICE DEPOT #63 DURANGO CO 20405956 005956	10100 Bank of Colorado	\$ 147.91
Salt & Main Accounting.com	06/27/2024	Bill Payment (Check)	Inv 76064	1072 Bill.com Money Out Clearing	\$ 863.00
Streamline	06/06/2024	Bill Payment (Check)	Acct 68726168-0001 - Inv 68726168-0017- - bill.com Check Number: 774791	1072 Bill.com Money Out Clearing	\$ 75.00
SW Wastewater Services Inc.	06/21/2024	Bill Payment (Check)	Acct LPWWA - Inv 3842	1072 Bill.com Money Out Clearing	\$ 3,580.00
USDA Rural Development	06/06/2024	Expense	Preauthorized ACH Debit - USDA RD DCFO PAYMENT 0000	10119 TBK WUA (#8245)	\$ 9,337.00
USPS	06/04/2024	Expense	XX4291 VISA PURCHASE USPS PO 07437405 HESPERUS CO 00000000 045014	10100 Bank of Colorado	\$ 18.28
Utility Notification Center of Colorado	06/27/2024	Bill Payment (Check)	Inv 224050903	1072 Bill.com Money Out Clearing	\$ 25.80
Verizon Wireless	06/18/2024	Expense	XX4291 VISA PURCHASE VZWRLLS*PRPAY AU 888-294-6804 FL 00000000 062066	10100 Bank of Colorado	\$ 27.05
Verizon Business					\$ 40.03
Waste Management of CO - WM (Sync Only - Do Not Pay)	06/13/2024	Bill		20000 Accounts payable	\$ 131.34
Yvonne	6/7/2024		payroll		\$ 1,476.22
Yvonne	6/21/2024		payroll		\$ 1,828.39

USG Water Solutions Proposal-Tank ROV inspection					\$ 800.00
					\$ 38,188.92