

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, April 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 (via tele), Deb Flick (via tele), Kevin Mallow, Aaron Preator (via tele), Wanda Cason, Yvonne Ellis, Sharon Orr, Dave Marsa, Roy Horvath, Doug Mize, Frank Smith (via tele at 6:39).

- 1) Call to Order at 6:30pm by James. Quorum was met. Additions to agenda: None
- 2) Roll Call: See list above.
- 3) Approve Agenda: A **MOTION** was made by Doug to approve the agenda as presented; Wanda seconded; motion carried.
- 4) Minutes Approval: March 13, 2024, meeting minutes; a **MOTION** was made by Doug to approve the minutes to include the electronic member votes also; Kevin seconded; motion carried. Last month's minutes were rectified using the electronic votes from Frank and Wanda and will be reflected in the final document.
- 5) Ongoing Operations and Business
 - a) Operator's Report: Dave reported that many are scheduled for hook ups this Spring. Tap subscription at CR 131 and CR 133 was received. Line extension is required. An engineer review was required and paid for, but the applicant has decided not to pay for the line extension to her property even though capacity required is sufficient. Board will review a possible line extension to pick up several other customers along the proposed extension to make the investment. Doug suggested GIS map of the parcels involved and start an investigation of the possibility. Dave said no leaks this Spring so far. Transducers are in at Nighthorse.
 - b) Office/Fill Station Report: Yvonne reported this month's office ops and statistics for the fill station. A weekly recap of office operations was also presented. SMA engineer review, SDA Safety Reimbursements, Operator's expenses, forms set up corresponding to the Rules & Regulations for disconnects, new account numbers for subscribers instead of using meter numbers helps on Waterscope tracking, amended notices of encumbrances, and board meeting prep. 87 customers on record now. Busiest week to date just occurred 44,000 gallons in one week! Two commercial haulers regularly contribute also. Percent profit would be helpful to know for future planning purposes for line extensions. Special Districts Association needs a designated member and representative to receive all the updates from SDA and disburse to board accordingly. Kevin made a **MOTION** to appoint James as our board representative and Wanda as our representative.
- 6) Phase 2 Committee Update: James reported that Christine Arborghast with Kogovsek & Associates did not execute her contract with us due to a conflict of interest. Clarification on any work performed may be billed, or not, but we did not receive a signed contract back from her. Sharon reported that she and Mardi have reached out to Laura Spann with Colorado State Regional Water Planning, and we have received back several responses in various entities. Responses include the large amount of money requested, matching grants may or may not happen. Grant navigators will help with federal grants. Laura can help with State grants to a certain degree. Helen Katich of Bennett's office also responded and is scheduled for a conference call on Thursday, April 18, at 2pm.
- 7) Financial reports
 - a) Balance Sheet, Profit & Loss, Consent Agenda: Deb reported a budget report changed due to new subscriptions, all bills reflected in consent agenda, and income (ie SDA Safety Reimb). A **MOTION** was made to approve the budget update by Doug; Kevin seconded; motion carried. Continued budget discussion to integrate the budget module into QuickBooks.
 - b) Accounts Receivables: All accounts are responsive that correspondence was used between Yvonne and Deb with the customers of concern. All disconnects will need to be approved by the board.

- c) New Reserve Account for OM&R: Discussion on how the accounts are delineated on the books is necessary to make it easier to move money for construction or operations for better management of the monies. Deb will investigate an account at TBK as suggested by Amanda at Salt & Main.
- 8) Comments and Communications
- a) Report / Board Members: Barb reminded all that next meeting on May 8th. Wanda will take on the duty for the meeting minutes. James is looking into a backup for the Google Board Drive with Google Sync.
- b) Guests: Roy Horvath asked if the City of Durango has asked to use the infrastructure at the intake building. Kevin reported that there is some conjecture and concern overall. It is an alternative if they cannot bring it down from the dam and down CR 210. They are planning treatment at the Santa Rita Park location. Capacities in the lines have already been delineated in the original agreement with the two tribes and LPWWA. There are still allocation questions. Kevin suggested meeting with Russ of the ALP OM&R Association to get James up to speed on the historical and knowledge base on the intake structure ops. Roy also asked about recorded documents ie liens for unpaid accounts. Actual name is, "A Notice of Encumbrance" to get correct information recorded, due to account numbers being used now, and not the meter number because the meter numbers will change. All customers will be notified of corrected filing. Doug made a **MOTION** to notice every subscriber with a hard copy letter and via email on the updated recording; Kevin seconded; motion carried. Roy volunteered on helping with grant and funding requests. April 20th at Breen Building is the next FLM Planning Group meeting.
- 9) Tabled/Unfinished Business
- a) Vote to approve the Administrative Assistant Job Description: Discussion of bill approval process. Doug made a **MOTION** to approve the job description; Barb seconded; motion carried. Evolving documents may change as new developments occur.
- b) Discuss Development of Business Plan and/or 5-year plan for the Authority: Uploaded documents that Frank posted on the board drive suggest we delineate portions to be written. Possible committee to work on documents would consist of James, Doug, Frank (somewhat), Barb, and Roy. Priorities list should be developed. Wanda suggested suggestions for the planning committee to help our vision. Generational turnover should be considered.
- 10) New Business
- a) LPWWA Office (operational) strategies: James reported that he meets with Yvonne weekly to identify deficiencies, policies, procedures, etc. Weekly reports by Yvonne will be helpful.
- 11) Other Business
- a) Next meeting date: Board meeting is May 8, 2024.
- b) Adjourned at 8:40pm by James.
Respectfully submitted,

Barb McCall 
LPWWA Board Secretary

Electronic Motions needed



Barb McCall <mccall.b.lpwwa@gmail.com>

Fri, Mar 15,
11:04 AM

to Frank, Wanda

Hi!

The board needs to complete a quorum with one or both of you on the following **MOTIONS** as noted in the minutes from Wednesday's meeting.

When the meeting started we thought we had a quorum, so proceeded as I thought I heard Wanda online. This obviously was not the case and I didn't realize it until 2 am the next morning!

Thus, the need for an electronic vote from one or both of you. Otherwise, we will need to redact the Motions made at the meeting, and revise the minutes accordingly to reflect a non-productive meeting.

Please let me know your vote on each of the motions listed in the draft minutes attached.

Thank you and sorry for the confusion.

Barb

One attachment • Scanned by Gmail

Barb Sun, Mar 17,
11:19 AM
b
Mc
Call

Hi! Just checking in...I sent this to Frank and Wanda on Friday, but have had no response, so I'll try texting or calling if I



Jame Mon, Mar 18,
9:20 AM
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Cam
pbell

Thanks for the update. Hopefully they will respond soon.



Wa Mon, Mar 18,
9:20 PM
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on

I vote yes.



**Fra
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Tue, Mar 19,
5:22 AM

Good morning Barb, I vote in favor of all the motions of the March 13, 2024 meeting. Frank Sent from my iPhone On M



**Bar
b
Mc
Call**

Mar 19, 2024,
9:34 AM

Thank you both! I'm so sorry this happened. You can fire me as Secretary ! I'll get the minutes uploaded to drive this af