

RECORD OF PROCEEDINGS
MINUTES OF THE MEETING OF THE
LA PLATA ARCHULETA WATER DISTRICT
HELD
December 10, 2020

The regular meeting of the Board of Directors ("Board") of the La Plata Archuleta Water District and Sundance/Farraday Subdistrict No. 1, La Plata County, Colorado, ("District") was held on December 10, 2020, at 9:00 a.m. Due to public health concerns this meeting was held via Zoom with some participants in personal attendance in the District Office, all wearing masks and self-distanced due to the arrangement of the tables and chairs. Others called in to the meeting. Links and call-in information were provided.

ATTENDANCE: Directors in Attendance Were:

Dan Lynn
Mark Williams

Directors in Attendance via Zoom Were:

Dick Lunceford
Ron Dent

Director whose Absence was Excused Due to Technical Difficulties Was:

Gregg Johnson

Also in Attendance Were:

Ed Tolen, La Plata Archuleta Water District Manager
Yvonne Brunson, La Plata Archuleta Water District Customer Service Representative
Cheryl Lynn, Secretary to the Board

Also in Attendance via Zoom/Telephone Were:

Dave Henry, Harris Water Engineering
Barb Prose, FredrickZink & Associates
Karmen King, Grayling LLC
David Greher, Collins Cockrel and Cole
Micki Mills, Collins Cockrel and Cole

CALL TO ORDER Chairperson Lunceford called the meeting to order at 9:00 a.m.

DISCLOSURE OF
POTENTIAL CONFLICTS
OF INTEREST

Disclosure of potential conflicts of interest will be a topic of discussion at every Board meeting to address potential conflicts of interests that may arise as new agenda items are introduced. District Directors who have disclosed potential conflicts of interest can vote as issues arise. Directors present in person and by telephone reported no conflicts of interest.

PUBLIC COMMENTS No members of the public were present via Zoom, via telephone, or in the District Office.

APPROVAL OF
MINUTES

Upon motion duly made by Director Dent, seconded by Director Lynn, and unanimously carried, the Minutes of the November 12, 2020 Regular Board Meeting were approved as presented,

FINANCIAL REPORT

Approval and Payment of Invoices – Mr. Tolen distributed the November 2020 Accounts Payable Report and November 2020 Accountant's Compilation Report to Directors present at the meeting and via email to the other Directors, who reviewed the documents, clarifying information as necessary. Upon motion duly made by Director Dent, seconded by Director Lynn, and

unanimously carried the Board approved payment of invoices as shown on the attached Accounts Payable statement dated December 9, 2020.

FINANCE COMMITTEE
REPORT

Public Hearing on 2021 District Budget and Consider Adoption of Resolution to Adopt Budget, Certify Mill Levy, and Appropriate Sums of Money – Chairperson Lunceford opened a public hearing to consider the proposed 2021 District Budget. The Notice Concerning Proposed Budget was published pursuant to statute. There was no public comment. Chairperson Lunceford closed the public hearing. Mr. Tolen advised Chairperson Lunceford and the Board that the proposed purchase of a pickup truck to be addressed in the General Manager Section of this meeting is accurately reflected in the proposed 2021 District Budget. Following review and discussion the Board acknowledged that the 2021 District Budget is in compliance with Article X, Section 20 of the Colorado Constitution.

Upon motion duly made by Director Lynn, seconded by Director Dent, and unanimously carried the Board adopted the Resolution to Adopt Budget, Appropriate Sums of Money and Certify the Tax Levy for both the District and Subdistrict as amended above. Mr. Tolen will file the Certification of Tax Levy for the District and Subdistrict with the La Plata Board of County Commissioners. Ms. Mills will file the Certified Budget with the Division of Local Government.

Engagement of Beckstead and Associates for 2020 District Audit – Upon motion duly made by Director Lynn, seconded by Director Dent, and unanimously carried the Board approved the engagement of Beckstead and Associates to complete the audit of the District's 2020 financial statements. An engagement letter will be forthcoming for signature in the near future.

PUBLIC RELATIONS
/COMMUNICATIONS
COMMITTEE REPORT

There was nothing to report from the Public Relations/Communications Committee.

LEGAL REPORT

Counsel Greher had nothing specific to report.

ENGINEER REPORT

The following Engineer Report was provided by Mr. Henry:

Phase 1H:

- Construction permit obtained from CDOT
- Pre-construction meeting held; present were TRC, LAPLAWD, Harris Water, CDOT, CDOT Contract inspector, TRC environmental, TRC Traffic Control
- Connected TRC's environmental contractor with Karmen
- TRC has started, mostly with utility potholing and mobilization
- TRC seeking approval for staging yard on CDOT property – Dana Drive, near the hemp farm – you may notice equipment there in the future
- Proceeding with change order to move master meter and some valving; the crossing under Hwy 160 at east side of Gem Village is on hold for now

Phase 2C:

- Met with County – discussed scope and timing; their concerns are contamination and loss of road base – otherwise good
 - Agreed that that road is very tight with utilities – have changed their approach with other utilities regarding saving room for fundamental utilities such as water vs. fiber, on other roads
 - Accordingly, we will send them the master plan water system GIS files so they will know where we plan to go – basically so they can put the District first in line and reserve space – to be done after we get 2C drawings wrapped
- Adjusted pipe alignment, given the complexity of utilities out there – basically shifted to the other side of the road

- Worked with Karmen on environmental, shift had put us over the environmental disturbance limit – tightened things up; all good now – Karmen can elaborate if needed. Nice work, smooth process
- 2019 aerials are now in drawings; being cross referenced, crossings, moving from layout to detail, etc.
- New drafting approach being used, makes design smoother, easier – Civil 3-D pressure pipe model – ties in well with the GIS methods (e.g. single sweeping 3-d curves vs. a bunch of little manual drawing segments, automatic bill of materials, etc.)
- Recently ran a soils report as a preempt for any potholing – almost all clay and loam, some potential soft rock. Minor considerations of unstable trenching and seepage in some areas (enforce trench safety – all of which was recently updated in spec and contract documents)
- Will be doing some select potholing – e.g., Ed has heard from locals that there is significant fiber installed where we plan to put the pressure reducing valve (PRV) - where no fiber was reported via the 811 request

ENVIRONMENTAL REPORT

Ms. King advised the Board that the Phase 2C 401c Permitting process has proven to be somewhat cumbersome as agencies define processes while processing documents. Further, the Environmental Protection Agency (EPA) is meeting the week of December 13, 2020, and it will be the responsibility of the EPA and Southern Ute Indian Tribe to provide guidance. Ms. King said that the Army Corps of Engineers has the same information provided for the 401c Permitting process and that the Corps' 404 Permitting process will require another one to two months before approval is granted.

Ms. King advised the Board that as pipeline projects take a southerly direction approximately three to five months will be required for permitting processes and that her part of the process needs to begin closer to the inception of the design to allow projects to commence construction in a timely manner.

GENERAL MANAGER REPORT

2020 Addendum to General Manager Employment Agreement – Upon motion duly made by Director Lynn, seconded by Director Williams, and unanimously carried, the Board approved the 2020 Addendum to the General Manager Employment Agreement. This Addendum was requested as part of the General Manager Performance Evaluation and Compensation Plan addressed during the November 2020 meeting.

2021 Schedule of Board Meetings – The Directors reviewed and accepted the dates of the 2021 Board meetings, all falling on the second Thursday of the month.

Revisions to the General Manager Annual Review Form – Discussion was tabled until the January 2021 meeting.

Service to Properties in Bayfield Potential Service Area - Mr. Tolen advised the Board that the Town of Bayfield Board of Trustees approved waiving the 9-month review requirement for the additional properties in the Bayfield Potential Service Area at their December 1, 2020 meeting. He said that, after consulting with Mr. Greher and Ms. Mills regarding costs, a mass inclusion fee of \$250 per property would provide adequate funding for legal costs of inclusion of properties provided all property owners include their properties at the same time. Upon motion duly made by Director Lynn, seconded by Director Williams, and unanimously carried the Board agreed to the \$250 per property mass inclusion fee.

Purchase of a 2021 Ford F250 Pickup – Upon motion duly made by Director Dent, seconded by Director Lynn, and unanimously carried the Board approved the purchase of a 2021 Ford F250 Pickup detailed in the attached bid from Vance Country Ford.

General Manager Report – Please see the December 2020 General Manager's Report for additional information regarding District operations.

EXECUTIVE SESSION – No Executive Session was conducted.

ANY OTHER MATTER WHICH MAY COME BEFORE THE BOARD – No other matters were brought before the Board.

ADJOURNMENT The meeting adjourned at 9:31 a.m. The next regular meeting of LAPLAWD is scheduled for Thursday, January 14, 2021, at 9:00 a.m. at 255 Ute Street, Ignacio, Colorado, unless it is necessary to meet in another matter to satisfy governmental requirements.

APPROVED

Richard T. Lunceford, Secy to the Board
Richard T. Lunceford

Mark Williams
Mark Williams

Ron Dent
Ron Dent

Cheryl Lynn
Secretary for the Meeting

Gregg Johnson
Gregg Johnson

Daniel R. Lynn III
Daniel R. Lynn, III