

# **LMWA 2020 Position Responsibilities**

## **Officer Positions**

### **President**

This role entails both making sure the other roles are staffed and operating well and driving maintenance, improvements, resolving disputes, ensuring we meet as a board and an association annually, engaging in any state changes, insurance renewals that require changes, seeking out new operators, etc. In summary:

1. Find volunteers for officer and non-officer positions.
2. Lead system technical team to plan and execute improvements
3. Handle maintenance, outages, etc.
4. Interface with system operator Ramey Environmental Compliance (REC) and the state to ensure we are set up to address existing Health Department (CDPHE) requirements. Receive, evaluate and adapt to new regulations.
5. Prepare for and attend CDPHE Sanitary Inspections with REC
6. Handle any issues with easements, contractors, issues with billing that bookkeeper and treasurer can't resolve, etc.
7. Make sure tank inspections/cleanings, hydrant flushing and other non-Ramey items are taken care of.
8. Make sure compliance and maintenance/upgrade work gets done (by additional volunteers preferably).

### **Secretary**

The scope of this role has been greatly reduced as a result of two changes. First, LMWA hired Ramey Environmental Compliance (REC) as our new operator in April of 2019. They are a very professional organization who will not let things fall through the cracks or left to LMWA members as has happened in the past. We've also split out the role of monitoring compliance to a non-officer position.

1. Organize LMWA annual meeting and notify members of annual meeting date, time, meeting place and agenda
2. Record annual meeting minutes, submit to LMWA BOD for approval and after approval, distribute to LMWA members (moved to [larkmeadowswater.com](http://larkmeadowswater.com) in 2020).

3. Attend all LMWA BOD and Executive Board meetings and record meeting minutes, submit to LMWA BOD for approval, archive
4. Home Buying/Selling: Assist with providing LMWA pointers to members selling their home and assist with closing requirements. Some of the required documents include
  - a. LMWA bylaws,
  - b. Verification of rights to LMWA water - each member is a 1/31 owner of the water rights and the system,
  - c. Current P&L Statement,
  - d. Current Budget and bank balance,
  - e. Water rate schedule,
5. Notify treasurer of the home sale to assure that the member's account is paid in full at the time of closing, etc.). Get buyer contact information, notify treasurer and billing firm of new owner. Email new owner and point them to Newcomers info to new members as home ownership changes
6. Send email notification and pointer to the Summer Watering schedule to all LMWA members in May of each year.

#### **Treasurer**

This role has largely been taken over by the bookkeeper as of September 2019. The role now is mostly to ensure the bookkeeper work is running smoothly and to understand our current financial position (bank balances, past due accounts, etc.)

1. Water board and association meetings -
  - a. bring current financial statements from bookkeeper.
  - b. advise and vote on rate changes/late fees, upgrade and repair investments, certified operator role/fees, etc.
2. Interact w/Bookkeeper - Work with Erika to help ensure accounts receivable and payable run smoothly, account balances healthy, etc. Engage more when challenges arise or special repairs, upgrades or maintenance charges are required.
  - a. Requires full access to accounts & reports
  - b. Keep the rest of the board updated as needed/requested A/R's, Bank balance, etc.
3. Checks from 800 Bluebird mailbox. Ensure these are collected, deposited, recorded. Lee currently doing this.

4. Insurance renewal on an annual basis. Ensure payment made and, if policy changes needed, work with agent and president to modify.
5. Coordinate with secretary and president when association membership changes to get members removed/added to billing process, website, notifications, etc.

## **Non-Officer Positions**

### **Compliance Monitoring**

The work here has all been contracted out to Ramey Environmental Compliance. They do all of the testing (bacteria, chlorine, lead/copper, full consumer confidence chemical tests, etc.). The new website makes the notifications a lot easier as well. This role involves

1. monitoring the table the state sets up for Lark Meadows (see attachment at bottom for 2020 version) occasionally to make sure all of the requirements are being checked off (the state crosses off what's done monthly and posts an update).
2. Post to the lark meadows website any test results from Ramey that the state requires LMWA members be made aware of (for example, the Consumer Confidence Report, the 3-year water test results, lead and copper test results). With the new website, that's just a matter of posting the documents and sending out a notification email to this list (fill in link here).
3. File a Certificate of Delivery for the test results above with the State of CO via drinking water portal. This certifies that we've posted it to the website and notified our customers.

<https://wqcdcompliance.com/login>

### **WEBSITE/WebMaster**

Now that the site is up and running, the goal is to have someone who knows web development (especially WIX) own or work with Phil to enhance the site, keep it organized, etc. Also approve new account requests, make user changes, etc.

### **Organizing/Hosting meetings**

There are a few people in the neighborhood who are willing to help coordinate and host meetings. Katie Lewers, for example, hosted the annual meeting of the full LMWA members. We should seek out and leverage more of these people to help spread the effort of the water board around.

### **Technical Improvements**

This team discusses the system infrastructure (well house, wells, pumps, etc.) and proposes and implements improvements. The group also works with various contractors on repairs, upgrades, etc. Examples recently are the addition of meters (this group reads the meters monthly), the new deep well pumps (we measure the water depth in the wells periodically), the conversion from chlorine gas to liquid, replacement of easy-to-service items like relays, chlorine pumps, etc.). This team also replaces screens, caulk, paint, etc. - especially before sanitary inspections.

This team is also responsible for the google drive repository, the meter reader, laptop, network, and cameras (coming soon).