



PINEWOOD SPRINGS WATER DISTRICT

RESOLUTION NO. 2026-18

RESOLUTION RATIFYING SAM.GOV ENTITY ADMINISTRATOR AND DESIGNATING POINTS OF CONTACT

WHEREAS, the Pinewood Springs Water District ("District") maintains a registration in the U.S. federal System for Award Management (SAM.gov) in order to remain eligible for federal funding, grants, and reimbursements; and

WHEREAS, the District's SAM.gov registration has been successfully renewed and is currently active; and

WHEREAS, the Board desires to formally ratify administrative authority and designate appropriate Points of Contact for ongoing SAM.gov management and compliance; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PINEWOOD SPRINGS WATER DISTRICT:

Section 1. Entity Administrator.

The Board hereby ratifies the appointment of Jim Easter, President of the Board of Directors, as Entity Administrator for the District's SAM.gov registration, with full authority to manage the entity registration, assign user roles, and maintain compliance.

Section 2. Designation of Points of Contact.

The following individuals are designated as Points of Contact (POCs) within SAM.gov:

(a) Electronic Business Point of Contact (EBiz POC) — Primary: Rosemarie Grote, District Clerk / Accountant (CRS); Alternate: Michael Schenfeld, District Clerk / General Manager.

(b) Government Business Point of Contact (Gov Biz POC) — Primary: Martijn Bolster, Treasurer; Alternate: Michael Schenfeld, District Clerk / General Manager; Secondary Alternate: Jim Easter, President.

Section 3. Authorization.

The Entity Administrator is authorized to implement and maintain these designations within SAM.gov and to make such administrative updates as may be required for compliance, provided that such changes are consistent with District policy.

Section 4. Continuity and Oversight.

The District shall maintain at least two individuals with sufficient access to ensure continuity of operations and avoid single points of failure in SAM.gov account management.

Section 5. Compliance Responsibility.

The Entity Administrator and designated POCs shall ensure timely renewal, accuracy of registration data, and compliance with all applicable federal SAM.gov requirements.

Section 6. Succession and Removal.

Upon separation, resignation, or change in role of any designated individual, the Entity Administrator is authorized to promptly update or revoke SAM.gov access and designate replacements, subject to subsequent Board ratification as appropriate.

Section 7. Annual Review.

The Board shall review SAM.gov roles and designations at least annually, or upon any material staffing or Board changes.

Section 8. Record Retention.

Documentation related to SAM.gov registration, renewals, role assignments, and related correspondence shall be maintained in accordance with District record retention policies.

Section 9. Ratification.

All prior actions taken to renew and maintain the District's SAM.gov registration are hereby ratified and approved.

Section 10. Effective Date.

This Resolution shall be effective as of April 22, 2026.

ADOPTED AND APPROVED this 22nd day of April, 2026.

PINEWOOD SPRINGS WATER DISTRICT

Jim Easter, President

Martijn Bolster, Treasurer

ATTEST:

[DISTRICT SEAL]



Patty Peritz, Secretary