

Pinewood Springs Water District Board Meeting Minutes
October 25, 2023

Regular Meeting of the Board of Directors of the Pinewood Springs Water Districts Water Enterprise. Conducted via Zoom.

Board Members Present: Stephen Stewart, Mike Murphy, Kim Bologna, Dan Robinson, Patty Peritz **Absent:** None

District Employees Present: Gabi Benson, Bobby Longworth **Absent:** Cam Hubrecht

Community Members Present: Jim Easter, Ardean Johnson

Establish a quorum: Yes.

Meeting opened at 7:00 PM

Report from Grant Committee - Grant Search with water main replacement infrastructure project package –

The proposed Water Main Replacement Infrastructure Project sections to be replaced are (1.) Buttonrock, (2.) Wichita, (3.) Cree Ct, (4) Meadows to Cherokee, (5.) Kiowa/Hopi. The Project Needs Assessment (PNA) update was provided by project engineer Jim Easter. The committee is finishing the PNA document to be submitted to the CDPHE Colorado Environmental Online Services (CEOS) portal by October 31. This is a milestone in the request for government State Revolving Fund Program (SRF) grant/loan funding to replace problem sections of water mains in the community. A public meeting will be held on November 16 to present information about the project and SRF grant/loan funding.

New Customer Issues: High users – None.

New Business:

Audit – The 2022 Audit has been completed and is available on the District website, <https://www.pinewoodspringswater.com>. A suggestion to have a secure online storage system for all District documents was discussed and options will be reviewed at the November meeting. **Main Bank Account Signers** – Bank account signature cards will be updated to include District Clerk Gabi Benson and Board members Dan Robinson, Patty Peritz, Kim Bologna, and Stephen Stewart.

2024 Budget Presentation –

The 2024 proposed budget was presented and discussed. The updated budget will be presented and adopted at the November 16 Board meeting.

Old Business:

Airbnb, Camper Round-up-

A violation warning letter was sent to 76 Cheyenne and the rental listing has since been removed.

CoWarn Mutual Aid Assistance Agreement –

Bobby has submitted the signed CoWarn Mutual Aid Assistance Agreement. They will contact the District with further information.

Due diligence on reservoir sites – every 4 years –

The paperwork has been filed. The public has until December 31 to submit comments.

Employee Search - Efforts to hire a full-time assistant are ongoing.

CWPP Fire Mitigation on Water District property, signage on property, publicity, photos-

The CWPP document is complete and is available on the CSFS website, <https://csfs.colostate.edu/wildfire-mitigation/community-wildfire-protection-plans/>. CWPP activities will continue with implementation of current and future action plans. Representation on the CWPP board will include the Water District. A big thanks to Dan for providing the photography and drone video footage.

November Board meeting: The Board will continue with Zoom meeting for November 16th Regular and Public Meeting.

Reports:

- 1. Administrative Clerk:** Details covered in the reports provided.

2. **Water Superintendent/ORC – Bobby:** Super's report provided. Engineering support for the grant search and other District needs are being pursued. A dam inspection by the state was successfully completed. The District's part-time employee, Cam Hubrecht, is picking up duties quickly and is eager to learn. Cam will be doing the December meter reads.
3. **Assistant to Super – n/a**
4. **Approval of minutes: Motion** – Steve moved to accept the minutes from September 27, 2023. Kim seconded. Further discussion – none. **Passed unanimous.**
5. **Board Discussion** – None.

Special Note: District Bills Payable have been submitted and approved for the month of September.

Motion – Patty moved to adjourn the meeting at 9:37 PM. Kim seconded. Further discussion – none. **Passed unanimous.**

Respectively submitted by Patty Peritz, PSWD Board Secretary.