

Pinewood Springs Water District Board of Directors Meeting Minutes

December 12, 2024

Regular Meeting of the Board of Directors of the Pinewood Springs Water District's Enterprise. Conducted via Zoom

Board Members present: Stephen Stewart, Kim Bologna, Evan Jones, Patty Peritz, Dan Robinson Absent: None

District Employees present: Gabi Benson, Jen Taylor, Cam Hubrecht Absent: None

Community Members present: Martijn Bolster

Others present: Mike Wolf (WCC), Chris Cobbley (WCC), Alan Holmberg (accountant/auditor)

Establish a quorum: Yes

Meeting opened at 7:00 PM

Public Hearing on 2025 Budget and Water Rates opened at 7:00 PM

- Discussion of water rates for 2025 for Operations. Mandatory rate increase for SRF loan is still unknown and will be addressed in a public meeting on the Infrastructure replacement project and related loans/grants at the January 22 meeting.
- The 2025 budget was discussed with Alan Holmberg, our accountant and auditor.

Public Hearing on 2025 Budget and Water Rates closed at 8:01 PM

Motion: Steve moved to change the water rates for 2025 to:

- Base Rate monthly increase of \$4.00, from \$67.00 to \$71.00;
- System Improvement Fee monthly increase of \$8.00, from \$40.00 to \$48.00;
- Usage rate, low tier (0 – 3000 gallons), increase of \$0.05 per hundred gallons, from \$0.85 to \$0.90;
- Usage rate, high tier (3001 – 6000 gallons), increase of \$0.20 per hundred gallons, from \$1.70 to \$1.90;
- Usage rate, over 6000 gallons, increase of \$1.00 per hundred gallons, from \$8.00 to \$9.00.

Dan seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**

Motion: Steve moved to adopt the resolution to adopt the budget for 2025 as presented. Evan seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**

Motion: Steve moved to adopt the resolution to appropriate sums of money as provided in the 2025 budget. Dan seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**

New Business

Motion: Steve moved to certify the mil levy at 14.542. Dan seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**

Motion: Steve moved to appoint Gabi Benson as our Designated Election Official (DEO) for 2025 elections. Kim seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**

Old Business

- **Current Water Situation:** Applegate has spoken with the water commissioner about the monthly accounting spreadsheet. Jen has not heard from Applegate requesting accounting data for reporting; Jen will contact Applegate. The treated water tanks are full and tank mixers were turned on on Dec 11. The reservoir levels are dropping and there were concerns that sediment could impact the amount of water remaining as well as the water quality; Dan and Evan will try to assess the sediment/capacity issue. Cam has walked the reservoir and there is a lot of ice; we are currently using about 1/3 of our source water from the gallery/river and about 2/3 from the reservoir.
- **SRF Infrastructure Project & Loan/Grant discussion:** Evan is working on WaterSmart grants and will contact WCC and Jen for additional information. A grant to dredge the reservoir may be available if needed. A \$25K water quality grant application has been submitted. Patty and Merrick are updating the Capital Improvement Plan (CIP). Next phase of plan will include direct transmission lines to the tanks. WCC will be included working on the CIP.
- **CWPP:** There will be a couple of meetings next year. PVREA will be working on undergrounding transmission lines between Lyons and Pinewood. Patty left meeting.

New Customer Issues: No high users. Some zero read meters that will be addressed.

Reports

Administrative Clerk: Details covered in the reports provided (Clerk's report and Bank Balance Report, Budget vs Actuals, Profit & Loss Detail, Profit and Loss, Bank and Credit Card statements).

- The next Board meeting will be on Wednesday, January 22.
- The new gWorks software will go live on Dec 18
- Website: Gabi is working with Streamline to address ADA issues with documents. There will be much work/time involved in achieving compliance with new ADA rules.
- The new tap fee for 2025 will be \$60,717

Water Superintendent/ORC: Superintendent report provided.

- Jen and Mike have not found any new leaks.
- Some meters were replaced.
- Tank mixers have been started and sampling will be done to assess the effect.
- There is water in the valve vault at the dam due to a failed pump.
- The Record of Approved Waterworks (RAW) will be reviewed with Merrick. Some updates are needed.
- Wood baffles in the clear well could be contributing to need for more chlorination. Replacing the baffles may be difficult and a new clear well building may be needed.

Approval of Minutes:

- **Motion:** Steve moved to accept the minutes from the November 21, 2024 with approved changes. Evan seconded. No opposed. All in favor. Further discussion-None. Patty absent. **Passed unanimous.**

Board Discussion: Cam performance review discussed. Year-end employee bonuses discussed.

- **Motion:** Steve moved to Increase Cam's pay to \$27.50/hour based on his performance appraisal; and give year-end employee bonuses to Gabi (\$600), Cam (\$300), and Jen (\$200). Dan seconded. No opposed. All in favor. Further discussion-none. Patty absent. **Passed unanimous.**

Special Note: District bills payable have been submitted and approved for the month of November.

Motion: Steve moved to adjourn the meeting. Kim seconded. Further discussion – none. Passed unanimous. Meeting adjourned at 9:38 PM.

Respectively submitted by Stephen Stewart, PSWD Board President

Pinewood Spring Water District

Title: A Resolution to Adjust Water Service Rates and Charges

WHEREAS, the Pinewood Springs Water District ("District") is committed to providing reliable and high-quality water services to its customers; and

WHEREAS, the District has conducted a comprehensive review of its operational costs, infrastructure needs, and financial obligations; and

WHEREAS, it has been determined that an adjustment in water service rates is necessary to ensure the continued delivery of safe and dependable water services;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pinewood Springs Water District as follows:

1. **Rate Adjustments:**
 - o **Effective Date:** The new rates shall take effect on January 1, 2025.
 - o **Base Rate:** The monthly base rate for customers shall increase by \$4.00, from \$67.00 to \$71.00.
 - o **System Improvement Fee:** The monthly system improvement fee for customers shall increase by \$8.00, from \$40.00 to \$48.00.
 - o **Usage Rates:** The tiered usage rates shall be adjusted as follows:
 - Low tier (0 – 3,000 gallons): increase of \$0.05 per hundred gallons, from \$0.85 to \$0.90;
 - High tier (3,001 – 6,000 gallons): increase of \$0.20 per hundred gallons, from \$1.70 to \$1.90;
 - Over 6,000 gallons: increase of \$1.00 per hundred gallons, from \$8.00 to \$9.00.
2. **Notification:**
 - o Customers shall be notified of these rate changes via mail at least 30 days prior to the effective date.
3. **Review:**
 - o The District shall conduct an annual review of rates and financial needs to determine if further adjustments are necessary.

ADOPTED this 12th day of December, 2024, by the Board of Directors of the Pinewood Springs Water District.

(SEAL)



Steve Stewart

Steve Stewart, President

ATTESTED:

Patty Peritz

Patty Peritz, Secretary