

# Pinewood Springs Water District Board Meeting Minutes

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Date: February 26, 2025

## Meeting Details

- Regular Meeting of the Board of Directors of the Pinewood Springs Water District's Enterprise. Conducted via Zoom.
- Board Members Present: Stephen Stewart, Evan Jones, Kim Bologna, Dan Robinson, Patty Peritz
- District Employees Present: Gabi Benson, Jen Taylor, Cam Hubrecht
- ORC – Wolf Compliance Consulting LLC: Mike Wolf, Chris Cobbley
- Community Members Present: Jim Easter, Mark & Stacey Davis, Mariah, Oskar Atkinson (XBar7), Natalie Pool, Christy's Ipad, Lanie Engle
- Quorum established. Meeting opened at 7:00 PM

## SRF Project Updates

- Project bids are due via Bidnet on 3/3. Merrick will provide the certified bid tabulation for board review. The District will prepare for the next SRF funding cycle (April-June) with a new IUP and PNA to cover future project phases. Preparation may strengthen eligibility for loan forgiveness and grant support.

## Resolution 2025-09

- Motion: Evan moved to adopt Resolution 2025-09-Acceptance of Designating the Public Places for Posting Notice of Meetings. Kim seconded. No further discussion. Passed unanimously.

## Resolution 2025-07

- Motion: Evan moved to adopt Resolution 2025-07-revisions. Dan seconded. No further discussion. Passed unanimously.

## Merrick Budget Request

- Request submitted for budget uplift under Work Order No. 3.3 for \$6,600.  
Motion: Steve moved to approve budget uplift under Work Order No. 3.3 for \$6,600.  
Dan seconded. No further discussion. Passed unanimously.

## New Business

- Water Situation: Free river access ends at 8 AM tomorrow; switch required to reservoir or creek water. Gabi contacting previous employee to locate pipe, may involve cutting and costs. Tank levels restored to 9 feet. Mag testing to begin before drawing from

reservoir. Current intake is bottom-level; center preferred. Reservoir at 11.25 feet. Wolf recommends emergency grant for filtration to manage mag levels.

- Fiber Installation: Oskar offers no-cost conduit install during trenching. Benefits: free internet, no trenching cost, \$130–\$150/ft savings, in-house repair. XBar7 would physically place the conduit, not the project contractor.
- Tap Fee Legislation: HB25-1211 proposes limits. District joins Green Mountain WD in opposing the bill. Motion to approve participation passed unanimously. Moved by Evan and seconded by Dan.

### **Customer Issues**

- High Users: None
- 399 May - addressed high usage from a November line leak.  
Motion: Steve moved to reduce overage to the line leak rate, waive fine, and remove occurrence. Kim seconded. Passed unanimously.

### **Old Business**

- Operations Reserve used to cover Merrick, Wolfe, and supplier invoices. Bank balance overview presented.
- CWPP meeting scheduled for 02/27/2025.
- Website admin search ongoing (Evan).
- Billing software (gWorks): Accounts corrected; payment posting still pending.
- SDA-DOLA & Board Practices: No updates; tabled.

### **Reports**

- Administrative Clerk: DEO brief presented.
- Water Superintendent: Update included in earlier water discussion.

### **Minutes Approval**

- Secretary to resume minute taking per bylaws and SDA guidelines. President restricted from this role.
- Motion to approve past minutes: Moved by Kim, seconded by Evan. No further discussion. Passed unanimously.

### **Board Discussion & Personnel**

- Discussion on defining OPs vs. Administrative roles; policy in development.
- Board approved bonus for Gabi and raise for Cam after 1-year mark.  
Motion to increase Gabi's pay by \$2.00 per hour based on performance appraisal, moved by Dan, seconded by Kim.  
Motion to increase Cam's pay by \$2.00 for obtaining licenses (\$1.00 per hour per license, two licenses obtained), moved by Evan, seconded by Dan.
- Motion to adjourn: Dan moved, Kim seconded. Passed unanimously. Meeting adjourned at 10:08 PM.

**Certification**

- Respectfully submitted by Patty Peritz, Board Secretary