

**Pinewood Springs Water District Board Meeting Minutes
August 28, 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, Dan Robinson, Evan Jones, Patty Peritz **Absent:** None

District Employees Present: Gabi Benson, Bobby Longworth **Absent:** None.

Community Members Present: Ardean Johnson, Dave Grigsby, Kent Brinkley

Establish a quorum: Yes.

Meeting opened at 7:00 PM

New Customer Issues: (to be limited to non-agenda items and kept brief, 15 minutes or less)

6 High Users:

Customer residence – 352 Pinewood – 8,100 gallons

Gabi contacted the resident and confirmed no leak.

Second warning letter indicating excess usage over 6,000 gallons was sent.

No adjustment to water bills or fines was requested. No Board action was taken.

Customer residence – 98 Buttonrock – 7,600 gallons

Gabi contacted the resident to report a suspect leak. Running toilet confirmed.

Warning letter indicating excess usage over 6,000 gallons was sent.

No adjustment to water bills or fines was requested. No Board action was taken.

Customer residence – 150 Makah – 7,100 gallons

Line leak fixed.

Warning letter indicating excess usage over 6,000 gallons was sent.

No adjustment to water bills or fines was requested. No Board action was taken.

Customer residence – 67 Apache – 6,600 gallons

Line leak fixed.

Warning letter indicating excess usage over 6,000 gallons was sent.

No adjustment to water bills or fines was requested. No Board action was taken.

Customer residence – 159 Pinewood Dr – 6,400 gallons

Warning letter indicating excess usage over 6,000 gallons was sent.

Resident requested leniency to wave fine and occurrence.

Motion – Steve moved to wave fine and remove occurrence. Evan seconded. No opposed. All in favor. Further discussion – none.

Passed unanimous.

Customer residence – 64 Seminole– 6,300 gallons

Warning letter indicating excess usage over 6,000 gallons was sent.

Resident requested occurrence to be removed. The Board will not remove occurrence as requested.

New Business - None.

Old Business

Current Water Situation –

PSWD raw water rights continued discussion. Gabi contacted Northern Water and purchased 11 acre-feet of C-BT shares at \$100 per acre-foot to address part of the water deficiency. The remaining 30-acre-foot shortfall is still being worked on.

To gain a clearer understanding of water rights and accounting, a meeting is scheduled for September 12th with a water rights and accounting expert for a potential review of our water rights.

Violation Notices/Enforcement Order –

An Enforcement Order was issued on 8/6/2024, with the initial response and a compliance plan due by 9/5/2024. The preliminary report outlining the steps to resolve the issue is due by 12/6/2024.

The return to compliance plan is multifaceted including actions such as installing tank mixers, making capital improvements, replacing water mains, establishing a flushing program, and identifying additional sampling test locations. A coordination meeting to address the violations, develop the preliminary report, and evaluate issues is scheduled for 8/30/2024 with Merrick Engineers, Water District employees, and Board members Steve and Evan.

SRF Infrastructure Project & Loan/Grant discussion –

State Revolving Fund (SRF) Loan

Department of Local Affairs' (DOLA) Energy and Mineral Impact Assistance Fund (EIAF) Grant

The Merrick Engineering invoices and payments were reviewed. There are three work orders with associated invoices: Work Orders #1 and #2 are tied to capital projects and SRF-related tasks, while Work Order #3 is a stand-alone DBP invoice. Merrick Engineer Kristen Buck will focus on raising awareness of the financial impact of these actions and will begin applying for an SRF Financial Planning and Engineering Grant, along with seeking additional funding sources.

Evan has volunteered to serve as the point of contact for the violations and related correspondence.

The District's accountant has been given CWCB contact information to gather the requirements for the necessary Parity Certificate.

On 7/31/24, a meeting took place with SRF PM, Patty, DOLA, and representatives from the Colorado Water Resources and Power Development Authority to discuss the timeline and submissions for the SRF loan and EIAF grant applications. It was recommended to secure the EIAF grant award before officially submitting the SRF loan application. As a result, it was decided to delay the SRF loan application submission until the November 5th application cycle, with EIAF grant awards expected to be announced in November.

CWPP – No updates.

SDA – DOLA Board Policies & Procedures - No input, Tabled to next meeting.

Reports:

1. Administrative Clerk:

Gabi is collaborating with Streamline, the District's website hosting platform, to ensure compliance with the HB21-1110 requirements.

The new billing software, Gworks, will replace the UB-Max software, which has reached its end-of-life. Gabi has coordinated with Gworks to secure a \$2,000 discount by meeting the purchase deadline for the District.

Motion – Patty moved to purchase Gworks billing software. Kim seconded. No opposed. All in favor. Further discussion – none.

Passed unanimous.

Details covered in the reports provided.

- August Clerk's report, Bank Balance Report
- July Budget vs. Actuals, Profit & Loss Detail, Profit & Loss, Bank and Credit Card statements

2. Water Superintendent/ORC – Bobby: Super's report provided.

3. Approval of minutes: Motion – Tabled to next meeting until BOD review of minutes is completed.

4. Board Discussion – To be tabled for the next meeting.

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

Motion – Steve moved to adjourn the meeting at xxPM. xx seconded. Further discussion – none. **Passed unanimous.**

Respectively submitted by Patty Peritz, PSWD Board Secretary.