

Pinewood Springs Water District Board Meeting Minutes
September 27, 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, Cam Hubrecht **Absent:** None

Community Members Present: Scott and Brenda McIntire, 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 – Customers requested information regarding the water main replacement infrastructure project that funding resources are being applied for through the Colorado State Revolving Fund (SRF) agencies: Grants and Loans Unit (GLU), Colorado Department of Local Affairs (DOLA), and Colorado Water Resources & Power Development Authority (Authority). grant/loan program. The project scope involves five sections of water main replacement. The Project Needs Assessment will be ready for review at the end of October and submitted by November 1st followed by a 60-day review period. Next will be the design & engineering phase.

New Customer Issues: High users – (3)

Customer residence – 445 May at 15,900 – A pressure regulator in the meter pit was leaking and repaired by a plumber when the problem was identified.

Motion – Steve moved to have excess usage billed at the low tier rate and the warning letter waived covering next month's read as well. Dan seconded. Further discussion-none. **Passed unanimous.**

Customer residence – 98 Buttonrock at 37,700 – A water line in the unoccupied home broke and caused major damage.

Motion – Steve moved to have excess usage billed at the low tier rate and the warning letter waived. Dan seconded. Further discussion-none. **Passed unanimous.**

Customer residence – 57 Makah at 6,400. A defective toilet was replaced. No adjustment to water bills or fines was requested. No Board action was taken.

New Business:

CoWarn Mutual Aid Assistance Agreement - The Board reviewed, discussed, and agreed to sign the agreement.

Motion – Patty moved to sign the CoWarn Mutual Aid Assistance Agreement to provide backup for ORC in emergency situations. Dan seconded. Further discussion-none. **Passed unanimous.**

Short Term Rental – Short term rental activity was reported at the residence of 76 Cheyenne. Gabi contacted the customer at the residence to inform them they were in violation of the water district's rules & regulations. The district will proceed with a warning letter.

Budget – The preliminary proposed budget was presented.

Old Business:

Due diligence on reservoir sites – every 4 years – We are working with the water attorney for submission of due diligence on additional reservoir sites by October 31.

Audit – The audit is near completion. The filing date is September 29th. Recommended changes from the audit are being implemented.

Employee Search – A part-time employee has been hired, Cam Hubrecht. Efforts to hire a full-time assistant are continuing.

CWPP Fire Mitigation on Water District property, signage on property, publicity, photos- Documentation, photos and drone video footage provided by Dan will be provided to Chief Plank for the grant reimbursement package to be submitted.

October Board meeting: The Board will continue with Zoom meeting for October 25th meeting.

Reports:

- 1. Administrative Clerk:** Details covered in the reports provided.
- 2. Water Superintendent/ORC – Bobby:** Super's report provided. We are working to engage engineering services for assistance with several improvements including support for grant projects. Bobby is looking into circulators for the water tanks. Bobby is part of the SRF funding resources grant team providing critical data required and meeting with the team once or twice a week.
- 3. Assistant to Super – Cam** – Cam started working part time with the district the second week of September. He has begun training on plant operations, meters, and meter software, collecting data during daily rounds, operating the equipment, and performing locates of district utilities.
- 4. Approval of minutes: Motion** – Steve moved to accept the minutes from August 23, 2023. Mike seconded. Further discussion – none. **Passed unanimous.**
- 5. Board Discussion** – Employee pay increase for Bobby and his two years of service was discussed.
Motion – Steve moved to increase Bobby's salary. Kim seconded. Further discussion – none. **Passed unanimous.**

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

Motion – Steve moved to adjourn the meeting at 9:48 PM. Dan seconded. Further discussion – none. **Passed unanimous.**

Respectively submitted by Patty Peritz, PSWD Board Secretary.