

Pinewood Springs Water District Board Meeting Minutes January 24, 2024

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

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

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

SRF Infrastructure Project Team: Greg Steed-Civil Engineer-Merrick Engineering, Bobby Longworth, Patty Peritz, Gabi Benson

Community Members Present: Lora Larson, Ardean Johnson

Establish a quorum: Yes.

Meeting opened at 7:01 PM

Special Project: Water Main Replacement Infrastructure Project-

Greg Steed has worked with Bobby and provided an update on the Design and Planning phase of the project. Greg confirmed with SRF Project Manager, Amy Schultz, there will not be a Basis of Design Report (BDR) requirement. Greg and Bobby have completed the engineering walk-through and assessment for the scope of work. Greg has met with the project contractor, Jim Temple, to discuss construction, inclusions, and work history conducted with the District. Greg will submit his final report with Plans and Specifications when completed.

Patty presented an engagement letter for bond counsel, Lisa Mayers- Attorney at Law-Spencer Fane LLP, as referred by Austin Reichel-Financial Analyst II-Colorado Water Resources & Power Development Authority (CWRPDA) and a Resolution for adoption to create a water activity Enterprise. The Board recommended contacting our attorney to review the enterprise resolution and the engagement letter for any concerns and advice before proceeding.

Patty provided an update on completion of the Department of Local Affairs' (DOLA) Energy and Mineral Impact Assistance Fund (EIAF) program's grant application. The application is near completion to be submitted for the next grant cycle, March 1- April 1. In preparation for the grant submission a meeting with the SRF project team and DOLA Grants and Loans Manager, Chris LaMay, has been scheduled for 02/20/2024 to discuss the grant amount requested, timelines, Capital Improvement plan, and answer questions.

New Customer Issues: High users – None.

Resident at 33 Apache notified Board of frozen and burst water pipe in home and will be above usage limit for January. This will be considered at the February meeting after final usage is determined and billed.

New Business:

Records Retention Policy –

The Records Retention Policy and Guidelines was presented. Board discussion pursued.

Motion – Steve moved to adopt the Records Retention Policy and Guidelines. Dan seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

SDA –

Patty suggested establishing a Board policy to include processes and procedures. The Board agreed to review the policy to be provided at next month's meeting.

Old Business:

CWPP & Calendar-

Kim provided the CWPP update. There will be a CWPP committee meeting on 1/25/2024. The CWPP action plan will be discussed at that meeting. Concern about the impact to the budget and legality of financial contribution of \$400 for printing of annual CWPP calendar was discussed since it is not a function of the Water District.

Motion – Dan moved to disassociate from the calendar. Steve seconded. Evan abstained. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

Motion – Evan moved to honor and pay the outstanding \$400 invoice for the CWPP 2024 calendar already printed. The question being upon the adoption of the motion, the roll was called with the following result:
Those voting YES: Evan Jones, Patty Peritz
Those voting NO: Kim Bologna, Steve Stewart, Dan Robinson
Three members of the Board opposed of said motion. Two members of the Board in favor of said motion. Thereupon, the motion was **not passed**. The \$400 invoice will not be paid. Further discussion – none.

Electronic Records Storage –

Evan will set up a Google Drive account for a centralized area for meeting files and documents. Moved to continue to next meeting.

Employee Job Descriptions –

Employee job descriptions will be updated and shared with the Board.

Credit Card / Bank -

Gabi will investigate District expense account and credit card application, standards, and rates at FirstBank in Longmont.

Employee Search - Efforts to hire a water system operator are ongoing.

Reports:

1. **Administrative Clerk:** Details covered in the reports provided.
2. **Water Superintendent/ORC – Bobby:** Super's report provided. Bobby recommended the purchase of a tank mixer for each of the District's four large water storage tanks.
Motion – Steve moved to purchase four tank mixers not to exceed \$60,000. Dan seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**
3. **Approval of minutes: Motion** – Steve moved to accept the minutes from December 14, 2023. Evan seconded. Further discussion – none. **Passed unanimous.**
4. **Board Discussion** – None.

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

Motion – Dan moved to adjourn the meeting at 10:35 PM. Evan seconded. Further discussion – none. **Passed unanimous.**

*Respectively submitted by Patty Peritz, PSWD Board Secretary.
Approved minutes*