

**Pinewood Springs Water District Board Meeting Minutes**  
**February 22, 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 **Absent:** None

**Community Members Present:** Kathleen Baer

Establish a quorum: Yes.

Meeting opened at 7:00 PM

**New Customer Issues:**

High users:

Baer at 7,100 – Customer is having a plumber investigate the leak cause. Customer has requested for reduction of fines and occurrence.

**Motion** - Steve moved to wave fine, occurrence, and reduce over 6K usage to high tier rate. Dan seconded. Further discussion - none.

**Passed unanimously.**

**New Business:**

**Address markers:** The district properties address assignment request has been submitted to Christine Day, Enterprise GIS Team Lead, Addressing Coordinator.

**Old Business:**

**CWPP update:** The CWPP volunteers meeting was held on Feb 8th. The CWPP document is near completion with maps and appendixes updates. The Grants Committee is working on gathering the requirements for the Larimer OEM Community Mitigation Grant Program. The requirements needed for the district are to provide the top three high priority properties needing mitigation and a letter of support with the District's commitment and involvement with the Pinewood Springs Fire Protection District's grant program application.

**Employee Search** – The need to expand the employee search was discussed. Alternative job search tools are to be utilized.

**Backflow testing and other R&R changes** – Backflow CDPHE surveys were sent out with Feb. 1<sup>st</sup> water bill. The district's attorney suggested holding off making updates until Larimer County has completed their STR policy changes.

**Grant Search** - Communications with the CDPHE Water and Wastewater Program Manager have transpired with correspondence regarding questions and edits to the Colorado Environmental Online Services (CEOS) pre-qualification application. A Drinking Water Revolving Fund (DWRFF) project manager is to be assigned next. Then the setup of the pre-qualification meeting will follow.

**Buttonrock Project** – The Buttonrock water main replacement infrastructure project is now included in Grant Search package category.

**March Board meeting:** The Board will continue with Zoom meeting for March 22<sup>nd</sup> meeting.

**Reports:**

1. **Administrative Clerk:** Details covered in the reports provided. Gabi signed the contract with Streamline webhosting platform. The May election self-nomination forms for Steve and Kim are due by close of business day, February 24<sup>th</sup>, 5:00 PM.
2. **Water Superintendent/ORC – Bobby:** Super's report provided. Tank level sensors have been adjusted. CRWA circuit riders will go through the plant with backflow and tank reports by the April deadline.
3. **Approval of minutes: Motion** – Steve moved to accept the minutes from January 25th, 2023. Mike seconded. Further discussion – none. **Passed unanimously.**

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

**Motion** – Steve moved to adjourn the meeting at 8:33 PM. Dan seconded. Further discussion – none. **Passed unanimously.** Respectively submitted by Patty Peritz, PSWD Board Secretary.