

**Pinewood Springs Water District Board Meeting Minutes
February 28, 2024**

Regular Meeting of the Board of Directors of the Pinewood Springs Water Districts Water Enterprise. 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: Bobby Longworth, Patty Peritz, Gabi Benson, Evan Jones, Jim Easter

Community Members Present: Ardean Johnson, Jim Easter

Establish a quorum: Yes.

Meeting opened at 7:00 PM

Steve announced that any recordings of the meeting are not permitted.

Special Project: State Revolving Funds (SRF) Water Main Replacement Infrastructure Project

The engineering draft report, Class 4 Project Cost Estimate, was received on 2/5/2024 from Greg Steed, Merrick & Company.

The project contractor, Temple Construction, has updated their proposal with new pricing, inclusions, and increased footage.

The updated project cost including engineering and construction is \$2,837,519.25.

The SRF Project team met with DOLA Grants & Loans Director, Chris La May on 2/20/2024.

The updated project cost and engineering line items were reviewed and discussed, meeting project cost requirements. The EIAF grant, grant request/match, requirements and grant submission cycle were discussed. The SRF Project team is planning to submit the EIAF grant application mid-March with a grant request of \$1,000,000 and a grant match of \$500,000. The SRF Project team is pursuing potential eligibility to meet BIL loan forgiveness requirements.

The Project Needs Assessment (PNA) Approval letter was issued on 02/22/2024. General and Engineering Section review comments from the PNA review letter have been adequately addressed. However, the system must submit a State Revolving Fund Drinking Water Self-Certification Form. The project meets the criteria for a Categorical Exclusion (Cat Ex) under the Final Environmental Determination. The following coordination is required, State Historical Preservation Office (SHPO) State Register Act Review, Colorado Parks and Wildlife - impacts to wildlife, and Colorado Department of Public Health & Environment (CDPHE) – air quality.

The DOLA preliminary financial analysis has been provided. A public meeting will be held after the Final Environmental Determination results are received.

Engagement of bond counsel was discussed. In lieu of a second bond counsel proposal, to avoid risk of delaying the project further, the board agreed to continue working with current bond counsel.

Motion - Patty moved to engage bond counsel, Lisa K. Mayers- Attorney at Law-Spencer Fane LLP. Evan seconded.

The question being upon the adoption of the motion, the roll was called with the following result:

Those voting YES: Evan Jones, Patty Peritz, Steve Stewart, Dan Robinson

Those voting NO: Kim Bologna

One member of the Board opposed the said motion. Four members of the Board in favor of said motion.

Thereupon, the motion was **Passed**. Further discussion – none.

Motion - Patty moved to adopt Enterprise Resolution. Dan seconded. No opposed. All in favor. Further discussion – none.

Passed unanimous.

New Customer Issues: High users – 33 Apache – 22,700

Resident at 33 Apache had catastrophic occurrence because of the frozen water line leak.

Motion - Steve moved to reduce the overage rate to high tier, waive warning letter, and remove the occurrence. Patty seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

New Business: None.

Old Business:

SDA – DOLA, Board Policies and Procedures –

Establishing a Board policy to include processes and procedures is being worked on to be presented at the March meeting. Corrections are needed in documents submitted to agencies.

Electronic Storage –

Evan is in the process of setting up a Google Drive account and permissions granted potentially for a centralized area for District documents and Board access. Gabi will take on the role of managing online documents in Google Drive.

Employee Job Descriptions –

Employee duties and responsibilities document was presented and discussed.

Credit Card –

The District has been approved for a business credit card through Estes Park Bank's credit card company. Gabi and Bobby were both issued District credit cards.

Signature cards are to be updated at the BMO bank in Lyons. Steve and Patty will be added to the BMO signature card.

Employee Search – No Activity. Efforts to hire a water system operator are ongoing. The Board provided job posting resources.

Reports:

1. **Administrative Clerk:** Details covered in the reports provided. The next meeting is March 27, 2024.
2. **Water Superintendent/ORC – Bobby:** Super's report provided. Hydrants to be installed will not affect the current project areas.

CWPP -

Kim provided the CWPP update. Kim and Dan attended the meeting held on 01/25/2024. The CWPP grant committee is working on the Larimer County OEM Mitigation Grant Program application. The mitigation focus area is the PSFPD property surrounding the firehouse. If funds are leftover from the PSFPD property mitigation, the PSWD properties would be addressed second. Any mitigation work on PSWD properties that exceeds any grant funding available would need to be approved by the PSWD. Wildfire Awareness Day is May 4, 2024. PSWD representatives will be present.

3. **Approval of minutes: Motion –** Steve moved to accept the minutes from January 24, 2023. Dan seconded. Further discussion – none. **Passed unanimous.**
4. **Board Discussion –** None.

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

Motion – Steve moved to adjourn the meeting at 9:14 PM. Kim seconded. Further discussion – none. **Passed unanimous.**

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