

Pinewood Springs Water District Board Meeting Minutes

Date: April 23, 2025

Meeting Details

Regular Meeting of the Board of Directors of the Pinewood Springs Water District's Enterprise. Conducted in person at the Pinewood Springs Community Center and virtually via Zoom.

Board Members: Steve Stewart, Patty Peritz, Kim Bologna, Evan Jones
District Employees Present: Gabi Benson, Jen Taylor, Cam Hubrecht
ORC – Wolf Compliance Consulting LLC: Mike Wolf, Chris Cobbley
Community Members Present: Jayne, Tom Adams, Jim Easter, Warren Musselman, Erin Buckingham, Eva, Steve & Cindy LeMaire, Ardean Johnson, Steve Tyler
Quorum established. Meeting opened at 7:00 PM.

SRF Project Updates and Tasks

- Motion: Patty Peritz moved to approve SRF reimbursement expenses of \$129,903.33. Steve Stewart seconded. Motion passed.
- Discussion included QuickBooks Online access, budget categories and template to input in QuickBooks, and the creation of a Google Form for employee project expense reimbursements.

Community Resource Assistance

- Discussion on helping low-income residents with water bill increases.
- Resources include LEAF in Lyons, Energy Resource Center (970-617-2801), and LEAP (1-866-432-8435).
- Contacts will be added to the website and billing inserts.
- Ty Leydig from RCAC discussed asset management planning and support for small capital projects and financial planning.

New Business

- Discussion on unmetered gain from runoff and reservoir levels.
- Jen Taylor provided consultant rate estimates. Apple Consulting invoice issues noted.
- Motion: Steve Stewart moved to approve revised Work Order #5 from Merrick. Patty Peritz seconded. Evan Jones opposed. Motion passed 3-1.

New Customer Issues

- 78 Nes Pierce- 6,800 gallons: Leak identified and repaired.
Motion: Steve Stewart moved to reduce overage to line leak rate, waive occurrence and warning letter. Patty Peritz seconded. Motion passed.
- 10 Estes Park Estates – 14,000 gallons: Customer requested that water to the house be turned on. Water was turned on without notification, house flooded.
Motion: Steve moved to reduce overage charges to the High tier (3001-6000) rate, Evan seconded. Motion passed.

- 78 Makah - 17,100 gallons:. Line leak was from a frozen and burst water meter, likely due to improper meter pit installation. The home was unoccupied.
Motion: Steve moved to waive all usage charges, the occurrence, and the warning letter. Patty seconded. Motion passed.

Audit and Financial Items

- Audit engagement letter from Anderson Whitney presented by Gabi Benson.
- Motion by Steve Stewart, seconded by Kim Bologna. Motion passed.

Water Quality and Treatment

- Discussion on manganese treatment and filtration improvements with green sand filters.
- Proposal by Mike Wolf presented.

Old Business

- Budget and cash flow shortfalls discussed under SRF section.
- CWPP event scheduled for May 3, 2025.
- Website updates ongoing.
- Billing software transitioned away from UBMax; GWorks in use.
- Invoice Cloud considered.

Reports

- Administrative Clerk Report – Routine updates provided.
- Water Superintendent – Report on recent breaks, booster pump concerns, and daily loss of 20K gallons.
- Warranty follow-up needed on failed low zone tank mixer installed in November 2024.

Approval of Minutes

- Motion: Steve Stewart moved to approve minutes from March 26, April 2, and April 3 meetings. Evan Jones seconded. Motion passed.

Board Discussion

- Steve Stewart announced intent to resign in May.
- Dan Robinson chose not to renew his board term.
- Board will post Notice of Vacancy.

Adjournment

- Motion: Steve Stewart moved to adjourn the meeting at 10:34 PM. Patty Peritz seconded. Motion passed.

Respectfully submitted by Patty Peritz, Board Secretary

April 23, 2025 Board Meeting Minutes Approved