

Pinewood Springs Water District Board of Directors Meeting Minutes

October 23, 2024

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

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

District Employees present: Gabi Benson, Cam Hubrecht, Jen Taylor, Mike Wolf and Chris Cobbley (Wolf Compliance) Absent: None

Community Members present: None

Others present: Peter Gustafson and Lee Frankel (TFW Construction), Greg Steed (Merrick)

Establish a quorum: Yes

Meeting opened at 7:00 PM

New Customer Issues: (to be limited to non-agenda items and kept brief, 15 minutes or less)

High Users:

- 67 Apache, 8500 gallons, unknown leak repaired by Hatrock; no action requested by customer
- 57 Ogallala, 6500 gallons; no action requested by customer
- 352 Pinewood, over in June, July, and August, warning letter and fines of \$200 and \$250; discovered unused toilet running and fixed; September usage 2900 gallons; requested leniency on bill/fines
 - **Motion:** Steve moved to suspend the \$450 in fines for July and August contingent upon keeping usage under 6,000 gallons per month for one year. Kim seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**

New Business

- Peter Gustafson and Lee Frankel with TFW Construction introduced themselves to the Board. They are available for leak repairs as needed, and had done a recent leak repair on Wichita for us.
- Greg Steed (Merrick) provided an update on our DBP violations and enforcement actions. Merrick will provide support for the EIAF grant presentation on October 29 in Wray, CO. Merrick will meet with Jen and Mike Wolf on October 24.
- **Motion:** Steve moved to hire Jennifer Taylor for position of Water Operator, effective on 10/4/2024. Kim seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**
- **Motion:** Steve moved to accept the proposal from Wolf Compliance Consulting (WCC) for ORC services for one year beginning October 1, 2024. Evan seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**
- **Motion:** Steve moved to accept the proposal from Applegate to improve our water accounting reporting and submit reports. Kim seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**
- **Motion:** Steve moved to allow Gabi to consult with our accountant for budget templates including the new Enterprise Fund. Kim seconded. No opposed. All in favor. Further discussion-None. **Passed unanimous.**
- The District received a request from customer at 327 Cherokee to approve an ADU. ADUs and short-term rentals are not allowed under the District's Rules and Regulations, and the Board took no action to approve the request.

Old Business

- **Current Employee situation:** Mike Wolf and Chris Cobbley (WCC) are providing our required ORC services. Jen Taylor and Cam Hubrecht are District employees. The search for additional employees is on hold.
- **Current Water Situation:** Tank levels were very low at the beginning of October. Several major leaks were identified and repaired and tank levels are improving.
- **SRF Infrastructure Project & Loan/grant discussion:** Presentation for EIAF grant will be in Wray on October 29. Patty will give the presentation and Evan will also attend. Patty left the meeting to work on the presentation.
- **CWPP:** No updates
- **SDA-DOLA Board Policies and Procedures:** No input. Tabled to next meeting.

Reports

Administrative Clerk:

- Details covered in the reports provided (Clerk's report and Bank Balance Report, Budget vs Actuals, Profit & Loss Detail, Profit and Loss, Bank and Credit Card statements)
- Draft 2025 budget discussed. Mike indicated that chemical costs will be higher due to lost treated water due to leaks, more frequent filter washes due to reservoir water quality, and price increases.

Water Superintendent/ORC:

- Updating SOPs and documentation, keeping log of leaks/repairs. Will have walk-through with Merrick on Oct 24.

Approval of Minutes:

- **Motion:** Dan moved to accept the minutes from the September 25, 2024 meeting. Kim seconded. No opposed. All in favor. Further discussion-None. Patty absent. **Passed unanimous.**

Board Discussion: None

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

Motion: Steve moved to adjourn the meeting. Kim seconded. Further discussion – none. **Passed unanimous.** Meeting adjourned at 8:59PM

Respectively submitted by Stephen Stewart, PSWD Board President