

Pinewood Springs Water District Board Meeting Minutes

Date: June 25, 2025

Meeting Details

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

Board Members: Jim Easter, Kim Bologna, Patty Peritz , Evan Jones
District Employees Present: Gabi Benson, Jen Taylor, Cam Hubrecht
ORC – Wolf Compliance Consulting LLC: Mike Wolf, Chris Cobbley
Project Engineer Present: Kristan Buck-Merrick
Community Members Present: Carol Toll, Lena Jones, Pam & James Ping, Stacey Davis
Quorum established. Meeting opened at 7:04 PM.

New Customer Issues

- 54 Pinewood Drive – 18,100 gallons: Due to a toilet issue.
Motion: Jim moved to reduce coverage to high tier. Kim seconded. Motions passed.

- 19 Chieftan Court – 6,100 gallons: Warning letter issued and leak fixed.

Evan suggested developing three options for high users. Jim to investigate.

New Business

- SRF Project Updates – Change order approved by the Authority, Merrick, CCI, and Jim. Letter of Agreement (LOA) from Mark LoVecchio-CCI sent. BOD Agreed to rock removal linear charge of \$112.43.

Motion: Jim moved to approve SRF Requisition 3 for \$30,106.28. Kim seconded. Motion passed.

- Merrick Work Order 4.2 for uplift of \$58,345 covers asset inventory and engineering.
Motion: Jim moved to approve WO 4.2. Kim seconded. Motion passed.

- Discussion held on the basis of design and CDPHE engineering approval requirements related to the tank mixers, which impact the project's eligibility for reimbursement. Kristan will review the water quality data and establish base line.

Resolutions

Motion: Jim moved to approve the following resolutions. All motions passed.

- RESOLUTION NO. 2025-13 - A RESOLUTION AUTHORIZING THE APPOINTMENT OF AUTHORIZED SIGNERS ON DISTRICT BANK ACCOUNTS AND THE REMOVAL OF FORMER SIGNERS.

Motion: Jim moved to approve Resolution 2025-13. Kim seconded. Motion passed.

- RESOLUTION NO. 2025-14 - A RESOLUTION AUTHORIZING THE APPOINTMENT OF AUTHORIZED SIGNERS ON DISTRICT BANK ACCOUNTS AND THE REMOVAL OF FORMER SIGNERS.

Motion: Jim moved to approve Resolution 2025-14. Kim seconded. Motion passed.

- RESOLUTION NO. 2025-15 - A RESOLUTION UPDATING THE AUTHORIZED OFFICERS FOR THE DRINKING WATER REVOLVING FUND LOAN AGREEMENT.

Motion: Jim moved to approve Resolution 2025-15. Kim seconded. Motion passed.

- RESOLUTION NO. 2025-16 - A RESOLUTION RATIFYING PAST ADMINISTRATIVE ACTIONS REGARDING BANK SIGNATORY AUTHORIZATION.

Motion: Jim moved to approve Resolution 2025-16. Kim seconded. Motion passed.

- RESOLUTION NO. 2025-17 - A RESOLUTION RATIFYING THE DISTRICT BYLAWS ORIGINALLY ADOPTED ON AUGUST 23, 2023 AND AMENDED ON JUNE 25, 2025.

Motion: Jim moved to approve Resolution 2025-17. Patty seconded. Motion passed.

- RESOLUTION NO. 2025-18 - A RESOLUTION APPROVING AND ADOPTING AMENDED BYLAWS FOR THE DISTRICT.

Motion: Jim moved to approve Resolution 2025-18. Kim seconded. Motion passed.

- RESOLUTION NO. 2025-19 - A RESOLUTION UPDATING THE AUTHORIZED OFFICERS FOR THE EIAF 9974 GRANT AGREEMENT.

Motion: Jim moved to approve Resolution 2025-19. Kim seconded. Motion passed.

- RESOLUTION NO. 2025-20 - A RESOLUTION APPROVING THE BOARD'S AGREEMENT TO PROCEED WITH A COUNTERPROPOSAL TO CCI UNDER REVISED CONTRACT TERMS DISCUSSED AT THE JUNE 25, 2025 SPECIAL MEETING.

Motion: Jim moved to approve Resolution 2025-14. Evan seconded. Motion passed.

Old Business

- Current Water Situation/Water Rights: no update.
- Budget: Pam Ping is setting up budgets in QuickBooks for the Enterprise Fund, Debt Service, SRF Loan, and EIAF Grant. The O&M reserves are required to maintain a three-month balance; currently, the BMO Operations account holds \$25.01.
- CWPP – no update.

- Website: still seeking volunteer administrator.
Billing Software: Bill payment instructions available and functional.
SDA DOLA – PSWD Board policy and procedures document to draft.
- Patty to reset Google Drive permissions.

Reports

Administrative Clerk – Reviewed bank balances. Approved administrative reports. Need to move SRF Loan increase fees to Colotrust account. Gabi will coordinate with the bank to obtain a District board-authorized bank credit card for Jen.

Water Superintendent – New membrane and filters installed. Tank levels: High zone 23 ft, low 27 ft, reservoir 24.75 ft. Jen and Jim to finalize WPCRF and IUP, by June 30.

Wolf recording meeting with READ and will send READ recording summary link to all.

Approval of Minutes

Motion: Jim moved to approve minutes from Special Meeting on June 9 and Board Meeting on May 28. Evan seconded. Motion passed.

Adjournment

Motion: Jim moved to adjourn regular meeting at 9:34 PM. Kim seconded. Motion passed. Meeting adjourned at 9:34 PM.

Board Discussion

Patty requested FYE24 P&L. Jim thanked public and staff for attending, then excused attendees for board session.

- Discussed increasing Jen’s pay from \$24.04 to \$30/hr and exploring \$500 HSA.
Motion: Jim moved to approve raise. Kim seconded. Passed.

Respectfully submitted by Patty Peritz, Board Secretary

PSWD - June 25, 2025 Board Meeting Minutes – Approved