

Pinewood Springs Water District Board Meeting Minutes

Date: March 26, 2025

Meeting Details

- Regular Meeting of the Board of Directors of the Pinewood Springs Water District's Enterprise. Conducted via Zoom.
- Board Members Present: Stephen Stewart, Evan Jones, Kim Bologna, Dan Robinson, Patty Peritz
- District Employees Present: Gabi Benson, Jen Taylor, Cam Hubrecht
- ORC – Wolf Compliance Consulting LLC: Mike Wolf, Chris Cobbley, Steven Eis
- Engineers – Merrick & Company: Greg Steed, Kristan Buck
- Community Members Present: Jennifer Rivas, Jim Easter, Jeffrey West, Ardean Johnson, Mark & Stacey Davis
- Quorum established. Meeting opened at 7:00 PM

Website ADA Compliance

- ADA Website Compliance PowerPoint presentation by Jennifer Rivas.
- Discussion of contract negotiation and legal review with Streamline web hosting platform.
- Rules and Regulations file to be sent to Jennifer Rivas for ADA compliance review.

Merrick Engineering – Greg Steed, Invoice Details

- Presentation and review on Work Order #5 and associated SRF project tasks and requirements of SRF Loan of Compliance.
- Outlined engineering services from bid process through construction.
- Emphasis on Merrick's ongoing involvement to protect district interests.
- Estimated completion by Dec. 30, 2025.

SRF Project Updates and Tasks

- SRF loan closing scheduled for March 28, 2025. Fully executed contract to be distributed, no signature needed that day. Exhibit G contains reimbursement procedures. Reporting and reimbursement submission via CEOS portal.
- EIAF grant contract fully executed. Reporting and reimbursement submission via DOLA Grantee Portal. EIAF grant: First quarterly report due 07/15/2025.
- Pre-construction meeting set for April 3, 2025, in person at the community center.

New Business:

Current Water Situation / Water Rights

- Reservoir nearly empty, river water utilized.
- Exploring Crescent Lake augmentation and Grape Spring access.
- Discussion of Big Elk water purchase possibility.
- Usage remains under 40K gal/day, higher chemical costs expected.
- Jen Taylor to seek proposal from Jehn Water to replace Applegate for Water Right accounting.

New Customer Issues:

High Users: Warning letter indicating excess usage of over 6,000/gal sent to high users.

- 900 Kiowa Road - 10,300 gallons
- 97 Moose – 8,700 gallons
- 67 Apache – 6,800 gallons
- 10 Estes Park Estate Drive – 19,300 gallons

Old Business:

Fiber Installation

- Merrick Engineers strongly opposed.

Budget/Cash Flow

- Merrick invoices for 2024 used reserves; still pending 2025 payment.

CWPP

- PSFPD Wildfire Awareness Day event at the fire station on May 3, 2025.
- Estes Park Rotary Duck Race fund raising inserts for PSFPD to go out with water bills.

Website

- Discussed in PowerPoint presentation by Jennifer Rivas.

Billing Software

- Transition for gWorks near completion; online payment will be available soon. The option to go paperless for customers will be available in the next water bill.

SDA-DOLA & Board Policies and Procedures

- DRAFT Board policies and procedures document to be provided at the next meeting.

Reports

- Administrative Clerk: Information was presented through the Clerk's Report, Bank Balance Report, P&L, and P&L Detail. The FY25 Budget vs. Actuals report was not

available. The Board requested access to the QuickBooks Online account and online banking platforms.

- Water Superintendent: Update included in earlier water discussion. Addressed turbidity with a new check valve. Leak on Kiowa fixed internally by Cam and Jen, saving cost of a contractor.

Minutes Approval

- Motion: Steve moved to approve minutes from Feb. 26 meeting and March 20 Special Meeting. Evan seconded. Passed unanimously.

Board Discussion

- Board approved 8% increase for Jen.
- Motion: Dan moved to increase Jen's pay by 8% . Evan seconded. Passed unanimously.
- Evan coordinated a visit to the Pinebrook Hills Water Treatment Plant, taking Dan, Cam, and Jen on a tour of the facility and its operations.
- Evan raised the importance of developing an employee policy document. Board agreed.

Adjournment

- Motion: Steve moved to adjourn. Kim seconded. Passed unanimously.
- **Meeting adjourned at 10:24 PM**

Certification

- Respectfully submitted by Patty Peritz, Board Secretary