

Pinewood Springs Water District Board Meeting Minutes June 26, 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, Bobby Longworth **Absent:** None.

Community Members Present: Ardean Johnson, Jim Easter, Greg Steed-Merrick Engineering, Maxine Martin

Establish a quorum: Yes.

Meeting opened at 7:00 PM

New Customer Issues

57 Makah - 6,100 gallons

A credit for the fine of \$200 will be applied to the next water bill. If resident exceeds 6,000 gallons per month the fine will be re-applied.

Motion – Steve moved to suspend the \$200 fine for May contingent upon keeping usage under 6,000 gallons per month for a year. Kim seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

98 Buttonrock – 7,000 gallons

Warning letter indicating excess usage over 6,000 gallons was sent.

New Business

Need for new Billing software and new meters –

Moved to address in Administrative Clerk reports.

Old Business

SRF Infrastructure Project & Loan/Grant discussion –

State Revolving Fund (SRF) Loan

Department of Local Affairs' (DOLA) Energy and Mineral Impact Assistance Fund (EIAF) Grant

Patty submitted the DWRF05 - Environmental Assessment, submittal ID: 109681 in the Colorado Environmental Online Services (CEOS) Public Portal.

Documents submitted were.

1. Environmental Assessment (required)
 - a. PSWD State Register Act Review request
 - b. Office of Archaeology and Historic Preservation (OAHP) File Access Request and Price List
 - c. State Historic Preservation Office (SHPO) letter and OAHP letter.
2. Agency contact letters (required)
 - a. Gmail – PSWD request – Colorado Parks and Wildlife (CPW) impact to wildlife (5 pgs)
 - b. Gmail – PSWD request – Colorado Department of Public Health and Environment (CDPHE) – air quality (10 pgs)
 - c. Gmail – PSWD request – CDPHE – air quality and Air Pollution Control Division (APCD) (13 pgs)
 - d. PSWD State Register Act Review request
 - e. Gmail – Larimer County Flood Clearance letter request_Greg Steed engineer
 - f. Larimer County Floodplain Clearance Figures_PSWD_Greg Steed engineer
 - g. Gmail – SHPO Amy Schultz-SRF Project Manager and Patty Peritz gathering documents for Amy to submit to SHPO
3. Agency responses to contact letters (required)
 - a. CPW comments PSWD Water Main Infrastructure Project letter_signed
 - b. Gmail – CDPHE air quality correspondence and letter (10 pgs)
 - c. Larimer County Floodplain letter to PSWD_signed
 - d. OAHP letter to PSWD_84379_signed
 - e. SHPO letter_84379_OAHP letter_signed

Bobby filled out the required annual Drinking Water Revolving Fund (DWRF) Online 2025 DWRF Drinking Water Eligibility Survey for Patty to submit. The DWRF01 – Eligibility Survey Completeness Review, submittal ID: 109141 in CEOS Public Portal is complete for 2025.

Patty submitted the DWRF04 - Public Meeting documents, submittal ID: 109223 (required)
Document submitted were.

1. Public Notice and Proof of Publication (required)
2. Meeting Agenda
3. Meeting Minutes and List of Attendees
4. Responsiveness Summary
5. Supporting Documents
 - a. Public Hearing Notice posted on PWS Community Bulletin Board
 - b. Pinewood Springs April Newsletter

Patty submitted the project's State Revolving Fund Drinking Water Self-Certification Form completed by Greg Steed-Merrick Engineering, DWRF07-Basis of Design Report, submittal ID: 111018.

The SRF Loan application deadline is August 5, 2024.

The EIAF Grant Cycle 24-11 application opens on July 1, 2024, and closes on August 1, 2024.

Both the SRF Loan application and the EIAF Grant application need to be submitted in tandem since the loan amount is dependent upon the amount of grant funds that may be awarded. Both loan and grant will be submitted on July 1, 2024.

Greg Steed-Merrick Engineering provided an update on the Design Review is at 50% completion. Specifications will also include all requirements from CDPHE; Davis-Bacon Prevailing Wages, American Iron & Steel (AIS), Suspension and Debarment, Equal Opportunity & Civil Rights, OSHA, and Archeological & Historic Preservation Act.

Greg has scheduled a meeting at the firehouse on Tuesday, July 2, 2024, at 8:30 am, with Merrick's junior engineer - Katie, PWS SRF project engineer – Jim Easter, PSWD employees - Bobby and Gabi, and Board member Evan. The agenda is to gather information on SRF required specs and to conduct a technical style review of the basic requirements. The estimated timeframe of 100 % Design completion is 45-60 days.

Bobby stated the majority of the meter pits are near the lot line with some exceptions with others at long length. Jim added if the majority of service lines are 20' they are within the standard. If the meter pit is not within the standard, they will be addressed one by one. Inventory of meter pits is under special consideration.

Greg addressed the traffic access for residents to be impacted by the construction. He is trying to formulate a protocol where the contractors will provide a traffic control plan to find a happy medium for residents to get in and out and for the contractor to do their work.

Evan addressed the importance of talking with PSFPD Chief Plank about providing guidance on emergency access rules in the neighborhood.

SDA – DOLA Board Policies & Procedures

No input, Tabled to next meeting.

CWPP – No updates.

Reports:

1. Administrative Clerk:

Details covered in the reports provided.

- June Clerk's report, Bank Balance Report
- May Budget vs. Actuals, Profit & Loss Detail, Profit & Loss, Bank and Credit Card statements

Gabi provided a brief history of the current billing software package, Southline Data, used since 2012. New meters with meter reading package and integrated software were purchased in 2010. Support for our current billing software package is going to end due to end of life. Southline Data was sold to gWorks two years ago. gWorks has provided support until now. gWorks has a brand-new package coming on the market, new and improved, tailored to meet each customer's needs that they are recommending the District to move to. The new package is very turnkey with other components that will interface including mapping, logging meter readings, and QuickBooks all tied in to one package. Go to <https://www.gworks.com/products/utility-billing-hub> for more information.

More details are needed. gWorks is analyzing our needs to provide package pricing.

2. Water Superintendent/ORC – Bobby: Super's report provided.

Bobby provided similar information for our current meters, Metron, used from 2010-2015. The current meters cannot be refurbished. Just like the billing software package the meters will no longer be supported, end of life. The mechanical parts, radios, signal transceivers, hard parts and software will no longer be supported. The new cellular Metron meters work with gWorks. It is time to bring in new cellular meters with the SRF Infrastructure Project in each section during construction. We can continue to do drive by meter reads and cellular reads, merge data with old and new meters until all are changed out within the estimated time frame of five years. Funding for new meters needs to be addressed with options of extending SRF Loan, EIAF Grants, and Preparedness and Resiliency Grants.

New tank mixers are in. Engineering stamp off is required with tank mixers. The tank mixers can be added to our system with approval from CDPHE engineering department. The District agrees to the prepared Merrick Engineering work order to provide assistance when requested/needed, tank mixers included.

A large truck full of 3 tons of firewood broke down next to the water pump station on Cree. The truck missed hitting the pump station by 2-3". This near miss incident accelerated the need to put up some source of water building protection, preparedness and resiliency, ballers, security fencing. Funding is needed. Evan offered to write grants with opportunity for funding through USDA.

3. Approval of minutes: Motion – Steve moved to accept the minutes from the May 22, 2024, meeting with edits recommended by the Board. Dan seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

4. Board Discussion –

None.

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

Motion – Kim moved to adjourn the meeting at 8:56 PM. Dan seconded. Further discussion – none. **Passed unanimous.**

Respectively submitted by Patty Peritz, PSWD Board Secretary.