

**Pinewood Springs Water District Board Meeting Minutes**  
**July 24, 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, Robin Ferruggia

Establish a quorum: Yes.

Meeting opened at 7:00 PM

Steve announced this meeting is being recorded.

**New Customer Issues: (to be limited to non-agenda items and kept brief, 15 minutes or less) 5**

Robin Ferruggia addressed concerns about the recent drinking water requirement violation notice related to the water system. A public notice was sent to customers regarding high levels of Total Haloacetic Acids (HAA5) and Total Trihalomethanes (TTHM). Bobby provided further clarification on the notice and outlined the plan to resolve the issues and bring the system back into compliance.

Steve stopped recording the meeting at 8:09 PM.

287 Wichita - 6,200 gallons

Second Warning letter indicating excess usage over 6,000 gallons was sent and \$100 fine was applied.

60 Chieftain Court – 6,700 gallons

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

352 Pinewood – 6,100 gallons

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

104 Senaca – 6,400 gallons

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

108 Seminole – 7,200 gallons

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

**New Business**

**Audit –**

Gabi is working with the auditor on the 2023 audit for 2024. DOLA budget calendar deadline for audit extension application is July 31, 2024.

**Need for new Billing software and new meters –**

The current billing software will be discontinued on 12/31/2024. Gabi provided a summary of the features and cost of the new upgraded utility billing software. The new software, provided by Gworks, is guaranteed to be compatible with our existing meter reading system. Gabi will invite Gworks representative Brennen Turkle to the next meeting for a board discussion.

**SDA Grant Accessibility Act – S.7673 –**

The SDA is urging special district members to voice their opinions immediately to protect the interests of local governments and special districts. Steve will complete the SDA form and submit it on behalf of the district.

**Current Water Situation –**

Water Commissioner Jean Leaver informed Steve that she lacks a reliable contact for PSWD water rights and how they can be utilized. She also reported that, based on their accounting, the district is 11.5 acres in debt and owes the river a fee for this amount. Gabi will reach out to Northern Water for more information and to obtain a quote for releasing CBT shares. This issue will be discussed further at the next meeting.

### **Violation Notices –**

A meeting was held two weeks ago to present the 50% design for the SRF Project. Bobby met with Merrick Engineers, Greg Steed and Kristen Buck, Steve, Gabi, Jim Easter, and Evan to review the preliminary drawings. The group provided feedback to advance the plans, including continuing the District-wide mapping of the distribution system and engineering a strategy to obtain CDPHE approval to activate the tank mixers. Additionally, they discussed responding to the CDPHE enforcement planning notification to address unresolved issues and submitting the plan and updates to the CDPHE compliance officer by 07/24/2024.

### **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 EIAF Grant application via the DOLA Grants Portal on 07/01/2024. The SRF Loan application was also submitted through the Colorado Environmental Online Services (CEOS) Public Portal on 07/16/2024.

The District will be borrowing as an Enterprise. Before the SRF Loan application was submitted, bond counsel confirmed that the district's enterprise will pledge water system revenue as the source for the SRF Loan Repayment Pledge, also known as the water revenue pledge.

To secure the new loan ("parity debt") and obtain the CWCB's consent, the District must provide a "Parity Certificate" from an independent certified public accountant. Gabi will collaborate with the District's auditor to prepare the Parity Certificate.

**CWPP** – No updates.

#### **SDA – DOLA Board Policies & Procedures**

No input, Tabled to next meeting.

#### **Reports:**

**1. Administrative Clerk:**

Details covered in the reports provided.

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

**2. Water Superintendent/ORC – Bobby:** Super's report provided. Investigating water losses due to leaks.

**3. Approval of minutes: Motion** – Tabled to next meeting until BOD review of minutes is completed.

**4. Board Discussion –**

None.

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

**Motion** – Steve moved to adjourn the meeting at 10:20 PM. Dan seconded. Further discussion – none. **Passed unanimous.**

*Respectively submitted by Patty Peritz, PSWD Board Secretary.*