

Pinewood Springs Water District Board Meeting Minutes March 27, 2024

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 **Absent:** None

District Employees Present: Gabi Benson, Bobby Longworth **Absent:** None.

SRF Infrastructure Project Team: Bobby Longworth, Patty Peritz, Gabi Benson, Evan Jones, Jim Easter

Community Members Present: Ardean Johnson

Establish a quorum: Yes.

Meeting opened at 7:00 PM

Special Project: State Revolving Funds (SRF) Water Main Replacement Infrastructure Project

Bond counsel determination and loan options were discussed. There is no additional borrowing capacity left with voted authority based on prior votes over the years. Loan options are borrowing as an enterprise or with a Tabor election. Borrowing with a Tabor election option would delay the SRF loan and EIAF grant application submissions into 2025 when adequate amounts of funds may not be available. Borrowing as an enterprise allows the SRF loan and EIAF grant to be submitted in 2024.

Motion – Evan moved to pursue the SRF loan application with enterprise for the June 5th cycle and to submit the EIAF grant application for the April 1st cycle pending acceptance of the 2022 audit. Dan seconded. No opposed. All in favor. Further discussion – none.

Passed unanimous.

Environmental Review status - Categorical Exclusion results are being processed. The State Revolving Fund Drinking Water Self-Certification form for operations, including distribution system, valves and hydrant components is next to be submitted.

Legal Notice for Public Hearing to be held on April 24, 2024, has been published in the Longmont Times Call on March 13, 2024 and posted on the community bulletin board. Gabi will distribute the Legal Notice via community email list.

<https://www.publicnoticecolorado.com/?activeNotice=e4729ce160f85ea3c8653c0f21fe660f>

A Public Hearing will be conducted for informing citizens and soliciting public input, written or oral, regarding the Pinewood Springs Water District - Water Main Replacement Infrastructure Project, SRF Loan application, EIAF Grant application and Environmental Review.

New Customer Issues: High users – 44 Cheyenne - 6,300

Motion - Steve moved to reduce the overage rate to high tier, waive warning letter, and remove the occurrence. Evan seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

New Business: None.

SDA – Dola, Board Policies and Procedures

The SDA sample template of Board policies and procedures was distributed to the Board for review and input.

Old Business:

New Employee Search –

Gabi renewed the Colorado Rural Water ad and increased salary range. Evan suggested placing ads in the Estes Park News and Trail Gazette, will print flyers and post them on Pinewood and Estes Park community bulletin boards, and will also post the job opening on Facebook - Pinewood Springs Community page.

Reports:

- 1. Administrative Clerk:** Details covered in the reports provided. The next meeting is April 24, 2024
Invoices were received for Longmont Times Call ad for \$20 and Office of Archeological and Historical Preservation (OAHP) for \$90. The invoices are for the SRF infrastructure project. Patty asked for copies of the invoices to submit as soft costs through the State CEOS portal for reimbursement.
Gabi asked Board's permission to allow the PSPOA annual membership forms to be included in the District water bill mailing. Board gave permission.

Patty asked Board's permission to allow the PSFPD Duck Race community fundraiser advertisement to be included in the District water bill mailing.

Board gave permission.

Gabi asked about the District seal Patty used last on Board signed resolutions and has not yet returned.

Patty has possession of the District seal for future resolution signings and will return to Gabi when needed.

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

Bobby had concerns about the Public Hearing requirements with ad published in the Longmont Times Call, Boulder County and not Larimer County. Patty confirmed that is a non-issue.

The District is in violation for treatment by-products. Bobby is addressing the issue. A Public Notice and violation report will be sent with next month's water bill.

Bobby suggested to edit the job opening ad to recruit "Operator/excavator" and include PSWD and phone.

3. Approval of minutes: Motion – Steve moved to accept the minutes from February 28, 2024, with changes discussed. Evan seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

4. Board Discussion –

Steve sent out the annual employee appraisal form for Gabi. The Board discussed pay rate increases and will address next meeting with consolidated appraisals.

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

Motion – Steve moved to adjourn the meeting at 9:28 PM. Kim seconded. Further discussion – none. **Passed unanimous.**

Respectively submitted by Patty Peritz, PSWD Board Secretary.

Approved minutes 04/24/2024