

**Minutes of the Regular Meeting of the Board of Directors of the  
Pinewood Springs Water District's Water Enterprise  
2-23-00**

The regular meeting of the Board of Directors of the Pinewood Springs Water District's Water Enterprise, Larimer County, Colorado, was held in accordance with the applicable statutes of the State of Colorado on 2-23-00 at the Pinewood Springs Firehouse. The meeting was called to order at 7:04PM by President Mike Keilty.

**ATTENDANCE:** The following directors were present constituting a quorum: Mike Keilty, Gary Clements, Linda Mootsey and Meg Rotan. Also present were: Mark Hanson, Senta Andre, Renee Myers, Frank Novak, Mark Upton, Mike Tracy, Larry Wyeno, Kip Scott, Dale McIntyre, Jake Hummel, Mike Tierney, Greg Qualkinbush and Bud Hults.

Mike Keilty motioned to hire Renee Myers as the new administrative clerk. Approved unanimously.

**Water Management, Inc. presentation:** Larry Wyeno introduced his company and employees, and discussed what services his company could provide to the Water District.

**SPECIAL REPORT FROM FRANK NOVAK:** Continued work on the microfiltration project particularly the discharging of the backwash. Estimated cost of the microfiltration installation is around \$15,000. Mike Keilty motioned to expend up to \$15,000 for installation of the microfiltration system. Approved unanimously. Pit upgrades and investigation of above ground structures continues. Two more loads of backwash from the pond were disposed.

Mike Keilty motioned to purchase a used compressor to purge the infiltration gallery as needed at the cost of up to \$2,700. Approved unanimously.

**Election issues:** Jake Hummel checked the nomination petitions and they looked good. Mike Keilty motioned to adopt Jake Hummel's legal assistant as the election official if needed. Approved unanimously. Election will be canceled if there is no contest for positions after 2-29-00.

Discussion of fees charged for delinquency and disconnects notices according to new statutes. Delinquency charge penalty fee-\$15 maximum, disconnect fee-physically disconnecting the water source-costs associated with that including administration costs. It was decided to revert back to the title "Disconnect Notice" and its associated \$25 fee as our Rules and Regulations conform to the new statutes.

**CUSTOMER CONCERNS:** 1. Mike Tierney had a question about microfiltration system at Big Elk Meadows and backwash discharge.

2. Mark Upton-checking on status re: water line to Croghan property issue. Mark Hanson estimates 4-5 days to relocate the line from the back of Croghan's house to Kiowa (230-340'), may need to contract out due to Mark Hanson's limited availability. Gary Clements toured the site with Mark Hanson and estimated the cost could be as high as \$5500 if we have to blast because of rock.. Plan to abandon previous line crossing Upton property and notify Mark Upton. Pit for the Upton property will be located on Wichita where the abandoned line enters the property.

Motion by Mike Keilty to allow up to \$6,000 to install service line to Croghan property from Kiowa. Approved unanimously.

3. Bud Hults came to address issue of prepaid tap fee on 296 Arapahoe property (Lot 18, tenth filing). He contacted the title company, tried to contact the original builder, but was unable to track down any documentation that the tap had been paid. Gary Clements motioned to drop the issue as it will be difficult to prove the tap fee for this property was not paid. He stated this was most likely an administrative error by the District. Approved unanimously. Gary will draft a letter to Mr. Hults stating he is entitled to water service.

**MINUTES:** Minutes of the January meeting were accepted as read. Motion to accept the minutes by Mike Keilty. Approved unanimously.

**OFFICE MGR'S REPORT:** January water tests were acceptable. 22 friendly reminders and 5 delinquency notices sent. We currently have 255 water hookups.

**TREASURER'S REPORT:** Operating revenue actual for January was \$12,060.58. Budgeted revenue as \$13,000. Timing differences in receipt of non-operating revenue are responsible for the variance in revenue. The Operations CD was rolled over for 12 months at 6%. Linda discussed the need to increase water sales fees to cover operating expenses. She will research rates in the surrounding districts and report findings to the Board.

**WATER TECHNICIAN'S REPORT:** MPAs back, look good. Will do even better with microfiltration. Mark has given his resignation as of 2-28-00, but can continue to work on a part time basis to produce water until another technician is hired.

**OLD BUSINESS:** 1. Computer came today, we will keep the copier until the computer is installed, then PSPOA will come and get it.

Adjourn to executive session at 9:40PM to discuss personnel issues.  
Return to regular session and meeting adjourned at 11PM.

Respectfully submitted,

