

**Minutes of the Special Work Session of the Board of Directors of the  
Pinewood Springs Water Districts Water Enterprise  
9-11-01**

A special work session 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 at the Pinewood Springs Firehouse. The meeting was called to order at 7:10PM by President Gary Clements.

**ATTENDANCE:** The following directors were present constituting a quorum: Gary Clements, Linda Mootsey, Andy Sharp and Meg Rotan. Also present was Ron Savage.

**CUSTOMER CONCERNS:** 1. Discussed one overdue bill, one request for a discount and a customer with a leak requesting a reduction in their bill. No customers were present and no actions were taken.

The purpose of this meeting is to discuss the job description for a new part time position to assist the Board members in completing projects needed in the District that are not within the scope of the office clerk or water technician duties. Several topics were discussed including duties, office accommodations, and pay scale.

There was also discussion between the Board members regarding necessary and required communication between the water superintendent and the Board.

Gary Clements motioned to continue this meeting on 9-20-01. Approved unanimously  
Meeting adjourned 9:30PM.

9-20-01

The special work session of the Board of Directors of the Pinewood Springs Water District's Water Enterprise, Larimer County, Colorado, was continued on 9-20-01 in accordance with the applicable statutes of the State of Colorado at the Pinewood Springs Firehouse. The meeting was called to order at 8:05PM by President Gary Clements.

**ATTENDANCE:** The following directors were present constituting a quorum: Gary Clements, Linda Mootsey, Andy Sharp and Meg Rotan. Also present was Frank Novak.

The purpose of this meeting is to continue discussing the job description for a new part time position to assist the Board members in completing projects needed in the District that are not within the scope of the office clerk or water technician duties. Frank Novak was present to discuss the job duties, requirements and to have his questions addressed before considering the position.

**PROFESSIONALS REPORT:** Frank Novak submitted a report discussing the projects he completed for the Water District between August 1999 through August 2001. He also submitted a summary of the payments made to Eidson Brown Minneapolis Tank Company for the construction of the 500K tank. This payment schedule will need to be ratified by the Board. Linda Mootsey

suggested doing this during the regularly scheduled monthly meeting on 9-26-01 during the treasurers report.

Summarization by Gary and Meg of the meeting with the State Water Engineer Dept. including Dick Stenzel (Water Engineer), Don Brazleton (Water Commissioner), Ronni Sperling (Water attorney) and several representatives from Big Elk Meadows. Water release of Big Elk Meadows' water stored out of priority to be done one day next week, date pending.

Andy Sharp motioned to adjourn the meeting. Approved unanimously Meeting adjourned at 12:15AM.

Respectfully submitted,