

PSWD-WE Agenda

December 13, 2001 Special Meeting

Agenda review & changes

Acceptance of minutes: November 14, 2001 and November 28, 2001

General business will be deferred to the January 23rd meeting as no regular meeting will be held in December due to the holidays

- New business:
- 1) Adopt resolution for 2002 budget
 - 2) Adopt resolution for 2002 appropriation
 - 3) Adopt resolution for 2002 mill levy
Note, these may be combined into one resolution
 - 4) Employee Christmas bonuses
 - 5) Set labor rates for Cheri and Frank
 - 6) Set per copy fee for record requests
 - 7) Board vacancy

Executive session (Personnel or other matters that require private discussions if necessary)

Adjournment

**Minutes of the Special Meeting of the Board of Directors of the
Pinewood Springs Water Districts Water Enterprise
12/13/01**

A special 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 12/13/01 at the Pinewood Springs Firehouse. The meeting was called to order at 7:05pm by President Gary Clements.

ATTENDANCE: The following directors were present constituting a quorum: Gary Clements, Meg Rotan, Andy Sharp and Linda Mootsey. Also present were Jim Bauer, Don Duchow, Mark Upton, Jim Wendell and Vince Williams.

MINUTES: Andy Sharp motioned to accept the minutes of 11-14-01 as read. Approved unanimously. Linda Mootsey motioned to accept the minutes of the 11-28-01 meeting as read. Approved unanimously.

NEW BUSINESS: 1. 2002 budget-Gary Clements motioned to pass the resolution submitted by the budget officer (Linda Mootsey) to set budget expenditures and mill levy for 2002.

Approved unanimously, (attached to minutes)

2. Christmas bonuses-Gary presented the past two-year history of Christmas bonuses. Gary Clements motioned to give a \$150 bonus to Ron Savage, a \$150 bonus to Cheri Brown, a \$150 bonus to Frank Novak, and a \$75 bonus to Victor Mootsey. Approved unanimously with Linda Mootsey abstaining. Linda to notify Cheri to cut the checks.

3. Set labor rates-labor rates need to be determined for the administrative clerk and water specialist if they are required to perform work above and beyond their normal duties. Gary Clements motioned to set labor rates for both positions equal to their hourly rate plus appropriate taxes. Approved unanimously. It would be the administrative clerk's job to calculate the rate at any given time it is required.

4. Set per copy fee for records request-discussion on various options and amounts. Andy Sharp motioned that up to 20 copies, 2 sides, be made by the administrative clerk on District equipment at the charge of \$ 1.00/page. Approved unanimously Gary Clements motioned that for 21-50 originals we charge the time and mileage, and copying costs for the clerk to get the copies made at an outside facility. Approved unanimously.

Gary Clements motioned that anything above 50 originals, the District would hire a copy service and the costs charged to the requesting customer. Approved unanimously.

7. Board vacancy-Gary reviewed the requirement from the SDA manual for becoming a Board member. Andy discussed his opinion that a prospective member attend two meetings, contribute to the meetings and demonstrate an ability to work with and contribute to the Board. The other Board members agreed. Don Duchow expressed a desire to join the Board and wanted to be appointed without meeting the above requests. Jim Bauer also expressed an interest in joining the Water Board. No action was taken.

8. Crescent Lake-Andy will email Jake Hummel, attorney, to confirm that he will continue pursuing the Crescent Lake property.

Linda Mootsey motioned to adjourn the meeting. Approved unanimously. Meeting adjourned at 9:45P.

Respectfully submitted,

December 7, 2001

To: Members of the Board of the Pine wood Springs Water District

From: Frank L. Novak

Re: 1) Meeting with Dale Rademacher re: Button Rock Reservoir

- 2) Meeting with Marilyn Conley of the Northern Colorado Water Conservation District
- 3) Update on Application for the \$10,000 Planning Grant from the Colorado Department of Public Health and Environment
- 4) Application for \$5000 Planning Grant from the Colorado Water Conservation Board
- 5) Discussion with Don Sandoval of the Department of Local Affairs re: median income survey of Pinewood Springs
- 6) Baffle in the clearwell at the water treatment plant site

1) On December 5th, I met with Dale Rademacher, Ken Huson, and Alex Mestas of the City of Longmont to discuss the possibility of obtaining water from the City's Button Rock Reservoir.

Dale's position was that " it would have to be in Longmont's best interests " to allow us to have access to Button Rock, which he described as being a key component of the City's water supply system, and which is currently being used by the City as a winter supply.

While not absolutely and totally out of the question, he thought it would be highly unlikely that such access would be available to the Pinewood Springs Water District.

During the meeting, we studied the USGS maps which I had brought, and I pointed out some of the other options which may be considered. As he has done in past conversations, Dale again reiterated his urging of the District to try to obtain shares, such as CBT, to have in its possession something with which to deal in negotiating for prospective sources.

I told him of the District's plans to investigate membership in the Northern Colorado Water Conservancy District, and he offered his support of our efforts in this.

2) On December 6th, I met with Ms. Marilyn Conley, who is the head of the Allotment Contracts Department of the Northern Colorado Water Conservancy District in their Loveland office. I gave her a copy of the summary of the water pumped and number of connections served for the past 10 years, which I had conveyed to the Board for its meeting on November 28th, and which is one of the requirements of the NCWCB for application for membership. She briefly reviewed the summary and felt it would be very helpful in their deliberations.

She advised that the very first step would be an informal contact on her part with Eric Wilkinson, who is the Manager of the NCWCB, to determine up front if it is worth the Pinewood Springs Water Districts efforts to pursue such membership in the NCWCD -before such efforts are expended.

Upon Wilkinson's approval, she advised that it may be beneficial for the Pinewood Springs Water District to appear before the full NCWCD Board to make a presentation in support of its interest in joining the NCWCD. (In a conversation with Ms. Conley the following day, December 7th, she advised that she did meet with Wilkinson, and he approved of Pinewood's plan to seek such membership. She further advised that Pinewood should plan to make a presentation before a planning session meeting of the NCWCD Board tentatively scheduled for January 31, 2002.)

In discussing the general mechanics of the application procedure, Ms. Conley confirmed that each and every property owner in Pinewood Springs—whether such property is improved with a house, or is vacant-would be required to submit a separate application for membership in the NCWCD. Typically accompanying each application is a fee of \$150 plus a consideration for bringing current those taxes which would have been due to the NCWCD from such individual property had such property joined the District at its inception in 1937.

Regarding the \$150 fee, she advised that the NCWCD would not require that each applicant would be required to pay the \$150 fee, but would instead accept a one time payment of \$150 to cover the entire Pinewood Springs community.

Regarding the bringing current of past taxes that would have been paid to NCWCD, Ms. Conley said that they have developed a much simpler approach to this to avoid what could be some complex research efforts on the property

owner's part whereby a basic one step formula is applied. I obtained a copy of their typical application, including this formula, for subsequent use by PWSWD should that occur.

I understand that there are 17 property owners in Pinewood Springs who are already members of the NCWCD by virtue of their use of Little Thompson River water for irrigation purposes. Ms. Conley advised that such owners would not be required to re-apply for such membership in any community wide effort to join the NCWCD.

Ms. Conley requested that we provide her with information in the reasonably near future on the water rights that the PWSWD currently owns. I do not know what these are, and would appreciate being so advised so that I can convey this information to her.

3) As mentioned in an earlier E-Mail report, I have submitted the District's application for a \$10,000 Planning Grant as administered by the Colorado Department of Public Health and Environment. In a phone conversation with Ms. Carolyn Hermann of CDPHE this past Wednesday, December 5th, she acknowledged receipt of the application, and stated that everything was in order, with the application currently being processed.

4) During my meeting on November 23rd with John Van Sciver of the Colorado Water Conservation Board, he advised that the CWCB offers a \$5000 Planning Grant to qualified applicants, and I am currently compiling the data requested on the application for submittal this coming week.

5) It has become obvious that a key component of the criteria used by lending and granting agencies is some indication of the median household income of the applying entity. As mentioned during the meeting on November 14th, one possible method of accomplishing this-as suggested by Ms. Becky Picasso of the Department of Local Affairs during my meeting with her on November 9th-would be to request that such an income survey be done by the Community Development Block Grant Program administered by Don Sandoval of D.O.L.A.'S Loveland office.

In a discussion with Mr. Sandoval earlier this week, he advised that such a survey is intended to confirm that the community being surveyed generally reflects a certain amount of residences which indicate a lower level of income, since such a community stands the better chance of benefiting from financial assistance resulting from the survey. He wasn't sure that Pinewood Springs would fit in that particular income category, but at my request, he agreed to visit and drive through the area to see for himself.

He advised that if he felt that Pinewood Springs did not qualify for D.O.L.A. to conduct such an income survey, that perhaps a local University, like CU or CSU, may do it as a class project. Should this latter option not be possible, I asked Mr. Sandoval if the District, itself, could undertake its own anonymous survey, and he said that such would be dependent on the potential granting or lending agency's acceptance of such a "homegrown" survey.

He indicated that he will take his tour of Pinewood Springs sometime the latter part of this coming week, and then contact me with his opinion.

6) To increase the detention time in the clearwell at the water treatment plant site, a baffle wall system will be installed. I have reviewed my design for this system with Tom Shaffer, the District Engineer for the Colorado Department of Public Health and Environment, and he has approved.

It is planned to utilize District personnel to construct the baffle, with the cost of materials anticipated to be less than \$500.

