

Minutes of the Regular Meeting of the Board of Directors of the Pinewood Springs Water District's Water Enterprise

3/27/02

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 3-27-02 at the Pinewood Springs Firehouse. The meeting was called to order at 7:08PM by President Gary Clements.

ATTENDANCE: The following directors were present constituting a quorum: Gary Clements, Andy Sharp, Linda Mootsey, Mark Upton and Meg Rotan. Also present were Frank Novak, Ron Savage, Cheri Brown, Renee Myers, Mike Keilty, Win Knechtel and Tom Adams.

CUSTOMER CONCERNS: Water alert/caution status-We stopped hauling 2-23-02 and we are still producing water and have begun filling the new tank. Gary Clements posted new yellow water caution signs and will put something in the newsletter about the change in status. Payment issues deferred to Administrative Clerk's report. No customer concerns were voiced.

Gary Clements opened the Rules and Regulations hearing at 7:12PM to discuss a tap fee increase. Discussion focused on what to base the increase. Several options were discussed to automatically cover increases in the future. Gary Clements closed the hearing at 8:10PM.

Gary Clements motioned to amend Appendix A-5 of the Rules and Regulations to say “ ?”

Approved unanimously

MINUTES: Minutes of the 2-16-02, 2-27-02 and 3-17-02 meetings were accepted as read.

Motion to accept the 2-16-02 minutes made by Andy Sharp. Approved unanimously

Motion to accept the 2-27-02 minutes made by Linda Mootsey. Approved unanimously

Motion to accept the 3-17-02 minutes made by Mark Upton. Approved unanimously

TREASURER'S REPORT: Linda Mootsey presented the treasurer's report, which indicates approximately a net income for February of \$4,000 after a payment is made to McDonald Farms for water hauling. We are a net income for the year of \$1,556.56.

ADMINISTRATIVE CLERK'S REPORT: Payment plans for two customers were reviewed. Cheri instructed to contact both to discuss the need to increase the payments during non-water hauling times to get the bills caught up. Election status reviewed. Cheri is up to date on requirements. Mike Keilty offered to be an election judge. Cheri has worked out coverage with Renee Myers while Cheri is on vacation. 4 disconnect notices were sent, received payment for three, fourth received during the meeting.

WATER SUPERINTENDANT'S REPORT: Alarm system donated by Mark Upton is now functional and Ron tested it. He will be notified by pager when there is a power failure at the plant. The new 500K tank has close to 120,000gals of water in it so far. Transfer is slow, Ron will check if he can bypass one of the zone meters to speed up the transfer. The high service pump #1 in the clearwell is at the repair facility. Cost for repair is \$2300 for repair and an additional \$1200 to upgrade it to 50gpm. Gary motioned to allocate \$4000 to repair the pump and perform the upgrade. Discussion on whether the increase is needed. The additional \$1200 covers adding two stages and reinstallation. Approved unanimously.

The contact tank at well #11 is plumbed and currently being pressure tested. The Board instructed Ron to supply all of last year's and the first quarter of this year's production and usage numbers to the State Engineer, and will continue to supply the information on a quarterly basis. Ron supplied the Board with copies of the results of the water tests done on Glasgow's well. These are to be forwarded to Mr. Glasgow.

WATER SPECIALIST'S REPORT: Frank Novak discussed the Apache line repair bid timetable.

OLD BUSINESS: 1. Election-discussed in Administrative Clerk's report.

2. Water court-meeting with State Engineer cancelled for 3-26-02, to be rescheduled.
3. Billing for previously stored water-Andy feels the resolution is too complicated and has discarded the idea for now.
4. Disputed water bill adjustment procedure-Gary motioned to adopt the new procedure on the new "Disputed Water Bill Adjustment Procedure" (see attached) Approved unanimously. Cheri to add to the procedure manual.
5. Truck replacement-Vic Mootsey to check for small 4X4 pickup trucks to match the budgeted money. Ron and Vic to make a decision and purchase the agreed upon vehicle.

NEW BUSINESS: 1. Billing for broken meters-Gary motioned to accept the procedure in the "Billing for Defective Meters" procedure (see attached). Approved unanimously. Cheri to add to the procedure manual.

2. Employee salary increase-Andy Sharp motioned to increase the Administrative Clerk's salary based on her performance review .50/hour effective 4-1-02. Approved unanimously.

The next regularly scheduled meeting for 4-24-02 has been changed to 4-22-02 to accommodate Board members' schedules.

Motion to adjourn the meeting made by Meg Rotan. Approved unanimously and the meeting was adjourned at 10:53PM.

Respectfully submitted,