

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

**5-28-03**

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 5-28-03 at the Pinewood Springs Firehouse.

The meeting was called to order by President, Andy Sharp at 7:04 p.m.

**Attendance:** The following Directors were present constituting a quorum: Andy Sharp, Mark Upton, Meg Rotan, Win Knechtel, Jim Wendell.  
Also present were Frank Novak, Carl Pender, Gabi Benson, Kirk Cook, Joseph and Marilyn Grandolph.

**New Customer Issues:**

1. Cherry Von Bargaen – Incurred a leak, last month, approximately 12800 gallons, and has asked the Board to consider reducing her water bill. The Board agreed to charge at the normal lowest rate for this leak. See enclosed Von Bargaen letter.
2. Kirk Cook – requested a one year warranty on his water line replacement by the Water District.  
Andy Sharp indicated that the Board can guarantee materials and workmanship of the waterline installation only.

**Motion:** by Jim Wendell that the Board enact a policy to the effect, that when the Water District installs a service line for a customer, PWSWD will be responsible for replacement or repair of the line for one year, at no charge for leakage repairs installed per the rules and regulations specifications.

Seconded by Win Knechtel  
Unanimously approved

3. Williams Rental Unit – The Williams have contested their water bill and threaten to take court action. Jake Hummel, Board Attorney, said if it actually goes to court the Williams will have no case.
4. Joe and Marilyn Gandolph - 53 Navajo - They are concerned about the Board's new ruling that all undeveloped paid tap properties should pay the normal assessment fee. Board feels this fee should be paid by undeveloped property owners with paid taps in order to contribute to the maintenance of the system.

**Addition of system improvement fee to tap cost.**

Andy suggested that the letters objecting to the addition of system improvement fee to the tap cost be attached to these minutes.

**Motion:** Andy Sharp made motion to add the cost of the system improvement fee to the tap fee. This should be adjusted on a yearly basis.

Seconded by Jim Wendell

Unanimously approved.

**Motion:** Andy Sharp that the revisions to the rules and regulations on attached markup be adopted.

See attached revision to rules and regulations for new tap fee structure.

Seconded by Mark Upton

Unanimously approved.

**Motion:** Mark Upton to implement that the monthly service fee be charged to all paid taps whether installed or not. Effective June 1, 2003.

Seconded by Andy Sharp

Unanimously approved.

**Update on Drought Mitigation Plan:**

1. Northern Colorado Water Conservation District - The petition has been sent to Jake Hummel, (Board Attorney). He will file the petition. Gabi Benson will include properties on petition on the tap list.
2. Water Rights – Water availability study.

**Motion:** Mark Upton to accept McLaughlin Engineers ' proposal for the water availability study at a maximum cost of \$4,000 and not be exceeded without prior approval by the Board.

Seconded by Jim Wendell

Unanimously approved.

3. Forest Service – Mark Upton and Andy Sharp will meet with the Forest Service to discuss the possibility of a Reservoir on Forest Service property.
4. Fall Election – Details will need to be firmed up by the middle of July.
5. Fund Raising – Andy Sharp suggested that the Board needs to have a future work session to discuss funding. A date was set for June 7, 2003 at 8:30 a.m. at the Firehouse.
6. Engineering Feasibility Study: McLaughlin has satisfied all Board requirements for this study.

**Motion:** Jim Wendell that the Board approve the Engineering Feasibility Study Document and payment of final invoice of \$1,000.

Seconded by Mark Upton

Unanimously approved

**Infrastructure Replacement:**

1. Sioux Road Line. – Contractor will begin Monday June 2, 2003 on the rock blasting.
2. Grape Spring – Project on hold for now until the completion of the Sioux Road Line.

**Big Elk Fire Compensation:**

Infiltration gallery study by McLaughlin Engineers will begin by June 1, 2003.

**Reports:** - See attached reports by Administrative Clerk, Water Superintendent, Water Specialist and Treasurer.

Motion by Andy Sharp that the minutes for April 23, 2003 as amended be approved.

Seconded by Mark Upton

Unanimously approved.

**Big Elk Meadows:** See attached report for water usage from Big Elk Meadows.

Mark Upton indicated that a meeting needs to be scheduled to discuss reporting issues and repairs to the flumes.

**Web Page:** Jim Wendell indicated that the web site is up and running and on line. The yearly cost would be \$110 +/-.

**Cell Towers:** Mark Upton signed the authorization with Tower Link America.

Motion to adjourn the meeting by Jim Wendell

Seconded by Mark Upton.

Unanimously approved.

Meeting adjourned at 10:45 p.m.

Respectfully submitted by  
Win Knechtel, Secretary