

Regular Meeting of Board of Directors of the Pinewood Springs Water Districts Water Enterprise

January 28th, 2004

Attendance: The following Directors were present constituting a quorum: Andy Sharp, Mark Upton, Pam Ping. Also present were Gabriele Benson, Frank Novak, Carl Pender, Assistant Fire Chief Andrew Lucas, President of the Fire Board of Directors Jake Jacobson, Gary Clements, Dan DeKrey, Eldon Shaffer, Sal Grausso, Barbara Hoge and John Winkle of McLaughlin Water Engineers.

The meeting was called to order By Andy Sharp at 7:12.

Fire District:

Due to the recent misunderstanding of a letter written by the Water Board of Directors to the Fire Department, Andy Sharp clarified hydrant use. The High Zone tank hydrant will be available anytime. The rest of the hydrants require contact with Carl prior to use, NOT the Board members, except under emergency conditions. It was suggested that perhaps a practice fire drill with Carl would ensure the success of this procedure. It was also suggested that we start tracking Fire Department water usage to establish a record of how much water is used.

Andrew Lucas, Assistant Fire Chief, wanted to assure the residents that the Fire and Water District are in agreement with what they are doing with regards to water usage.

Jake Jacobson offered the Fire Department's assistance in the planning phase of the new reservoir project.

Andy Sharp mentioned that it will be necessary to establish an appropriate number of EQR's for the firehouse. Are the Water District and Fire District sharing costs properly? Will the Water District allow the Fire District an easement for the new Fire Hall? More discussion on these subjects will take place at a later date.

Infiltration Gallery:

John Winkle from McLaughlin Water Engineers, gave a report on their findings of the Infiltration gallery ash problem. Their recommendation was to put in a whole new gallery. Andy requested that a surveyor with GPS capabilities be hired to pinpoint the legal diversion spot.

Update on Drought Mitigation Plan:

Plant Design- Frank Novak and Carl Pender agreed that the old pond, instead of being backfilled, should be excavated and be used as an additional percolation pond.

Environmental Report-Mark Upton made the **motion** to authorize McLaughlin to contract to perform the Habitat assessment portion of the Environmental Assessment Project. Pam **seconded**. Motion carried **unanimously**.

Pipeline Design-After much discussion about pipeline size, pump size and lift and water pressure, it was the general consensus that 4 inch pipe instead of 2 inch should be used from the plant to the La Chaumiere pump station.

Frank Novak's next assignment is to generate the requirements for the Engineering Group to produce construction documents for the Engineering Proposal. Frank was also given the OK to proceed with the Distribution System Replacement Upgrade RFP. Mark Upton will begin the process of gathering information for the loan application.

New Customer Issues:

Sal Grausso came before the Board to request leniency in the non-payment of his water bill. He is not yet delinquent, but because of a physical disability, he soon will be. It was suggested that he return next month with a plan for repayment. It was also recommended that he check with several local charitable agencies.

Election:

There will be 3 seats on the Board of Directors up for election on May 4th. One is a 4-year term and 2 are 2 year. Pam will be up for re-election. Several residents have expressed a desire to fill out an application. Pam Ping made a **motion** that Gabi Benson be appointed the Designated Election Official. Mark Upton **seconded**. Motion carried **unanimously**.

Tap Fees:

There will be a special hearing at the next Board of Director's meeting to discuss the proposed changes to the Rules and Regulations concerning the increase of Tap fees.

Insurance: Bill for the Water Districts Insurance Package from Hix Insurance Agency was presented for payment. Pam Ping made the **motion** to approve payment of the invoice in the amount of \$11,133.00. Mark Upton **seconded**. Motion carried **unanimously**.

Reports: See reports attached to minutes.

Andy made a **motion** to pay the McLaughlin Infiltration Gallery bill. Mark **seconded**. Motion carried **unanimously**. It was also suggested that we send the necessary 8K grant request forms to Donna Davis for reimbursement . This grant covered Big Elk fire damage to our infiltration gallery from ash in the river. Andy also made a **motion** to pay the McLaughlin bill for the ER. Pam **seconded**. Motion carried **unanimously**.

Approval of Minutes-

Mark Upton will contact former secretary Jim Wendell for the notes of the Oct and the Nov meeting.

Pam Ping made a **motion** that the minutes from the Special Meeting on Nov. 1st, 2003 be approved. Mark Upton **seconded**. Motion carried **unanimously**.

Pam also made a **motion** that the minutes from the regular December meeting be approved. Andy Sharp **seconded**. Motion carried **unanimously**.

Pam Ping moved to adjourn the meeting at 11:25.

**Respectively submitted by
Gabriele Benson, admin office clerk**