

**March 22, 2017**

**Regular Meeting of the Pinewood Springs Water District's Water Enterprise Board of Directors. Those present at the meeting were board members Stephen Stewart, Danielle Andres, Jerry Pettit, and Mike Murphy, Larry Wisecup was excused from the meeting. Also present were district employees Gabi Benson, James Moellers, Rob Stinson, and district customer, Rich Troiano.**

Established a quorum

**Meeting opened at 7:00 p.m.**

**New Customer Issues:**

**Vacation Rentals:** Discuss Larimer county rules on bed and breakfast situations.

**New Business:**

**Due diligence:** Water attorney Ronni Sperling advised the water district to let Big Elk file their Due diligence. We need more clarification from water attorney.

**Equipment policy:** Backhoe usage and loaning it out. No in the future.

**Old Business:**

**Storage building:** Looking for a contractor to build the storage building.

**Tank communication project:** April 10<sup>th</sup> is when John Lewis will complete the project.

**Reports:**

**Administrative Clerk:** Truck topper is mounted on the truck.

**Water Superintendent:** Sanitary survey- Complete

**Distribution Manager:** Tank valve and valves on Deer lane--Repaired tank valve and replaced three valves on the corner of Deer and Elk.

**Special Note:** District Bills Payable has been submitted and approved for the month of February, 2017.

**Approval of minutes:**

**Motion:** Steve moved to accept the minutes from the February 2017 meeting with the approved corrections. Jerry seconded. **No further discussion and move passed unanimously.**

**Employee Reviews: Motion:** Mike moved to give 3% increase to Gabi, James and Rob retroactive from February 25<sup>th</sup>. Jerry seconded, **no further discussion and move passed unanimously.**

**Personal equipment allowance Motion:** Mike moved to allocate 50% of the cost for work clothing and equipment up to \$250.00 per employee per year. Jerry seconded. **No further discussion and move passed unanimously.**

**Motion:** Steve moved to close the meeting at 8:50 p.m. Mike seconded. **No further discussion and move passed unanimously.**

Respectively submitted by Water Board Secretary Danielle Andres.