

Pinewood Springs Water District Board of Directors Meeting Minutes

August 28, 2024

Regular Meeting of the Board of Directors of the Pinewood Springs Water District's Enterprise. Conducted via Zoom

Board Members present: Stephen Stewart, Kim Bologna, Dan Robinson, Evan Jones, Patty Peritz Absent: None

District Employees present: Gabi Benson, Bobby Longworth Absent: None

Community Members present: Kent and Melody Brinkley, Dave Grigsby, Ardean Johnson

Others present: Greg Steed (Merrick)

Establish a quorum: Yes

Meeting opened at 7:00 PM

New Customer Issues: (to be limited to non-agenda items and kept brief, 15 minutes or less)

High Users:

- 159 Pinewood, 6400 gallons, second offense, \$100 fine; leak in crawl space fixed immediately
 - **Motion:** Steve moved to waive the fine and occurrence, Evan seconded. None opposed, all in favor. Further discussion-None. **Passed unanimous.**
- 64 Seminole, 6300 gallons, first offense, warning letter sent. Customer requested removal of occurrence but was operating a prohibited short-term rental. No action by the Board.
- 352 Pinewood, 8100 gallons, fine assessed
- 98 Buttonrock, 7600 gallons, found toilet running after high mid-month read
- 150 Makah, 7100 gallons
- 67 Apache, 6400 gallons, line leak repaired

New Business

Old Business

Violation Notices/Enforcement Order:

- Merrick is working on the initial response to the Enforcement Order, due September 5 to CDPHE. A virtual coordination meeting will be held on August 30.

SRF Infrastructure Project, Loan/Grant

- Payment of some Merrick invoices can proceed and are eligible for reimbursement with pending SRF loan.
- 2023 Audit must be submitted to DOLA by September 30.
- EIAF grant presentation is scheduled for October 29 in Wray, CO. Patty is working on the presentation slides, Evan will do the presentation, and the project engineer can participate in the presentation virtually.

Current Water Situation

- The 11 ac-ft water deficit was covered with a purchase of exchange water for \$1100. Gabi is pursuing annual agreements for an additional 30 ac-ft to help address future water accounting deficits.
- Bobby is working with a water engineer on the water accounting and spreadsheet with more information expected in September.

CWPP

- No update for CWPP. Weather radios for evacuation notifications can be ordered through the Fire District.

SDA-DOLA Board Policies and Procedures

- No input, tabled to September meeting.

Reports

Administrative Clerk:

- Details covered in the reports provided (Clerk's report and Bank Balance Report).
- Our website has ADA compliance issues due to new regulations. Gabi is working with Streamline on needed modifications to be resolved by Jan 1, 2025. Evan will check for possible grants for the conversion.
- gWorks is the replacement software for our current billing package and will cost \$5400 per year.

Motion: Patty moved to approve subscription for gWorks billing software, Kim seconded. None opposed, all in favor. Further discussion-None. **Passed unanimous.**

Water Superintendent/ORC – Bobby:

- Superintendent report provided.
- Bobby expressed concern regarding current staffing levels. More than two employees are needed to address workload, and new employees need training on our system. It is suggested that new employees must have experience in the industry.

Approval of Minutes:

- June – Tabled to next meeting to complete review of provisional minutes;
- July – Tabled to next meeting to complete review of provisional minutes.

Board Discussion:

- Employees dismissed from meeting at 10:13 PM for Board discussion of personnel matters. Patty and Evan left meeting.
- Board members had no changes to Bobby's draft annual appraisal.
- Discussion of pay adjustments based on annual appraisal.

Motion: Steve moved to adjust Bobby's annual salary to \$76,000 per year, Dan seconded. None opposed, all in favor. Further discussion-None. **Passed unanimous** (Patty and Evan absent).

Special Note: District bills payable have been submitted and approved for the month of July.

Motion: Steve moved to adjourn the meeting. Dan seconded. Further discussion – none. **Passed unanimous.** Meeting adjourned at 10:30 PM

Respectively submitted by Stephen Stewart, PSWD Board President