

Pinewood Springs Water District Board Meeting Minutes April 24, 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, Evan Jones, Patty Peritz **Absent:** Excused, Dan Robinson

District Employees Present: Gabi Benson, Bobby Longworth **Absent:** None.

Presenters Present: Jim Easter, Patty Peritz, Evan Jones, Greg Steed & Reed Meriwether/Merrick Engineering

SRF Infrastructure Project Team: Jim Easter-mechanical engineer, Greg Steed-civil engineer, Patty Peritz, Evan Jones, Bobby Longworth, Gabi Benson

Community Members Present: Ardean Johnson, Cameron Hubrecht

Establish a quorum: Yes.

Meeting opened at 7:43 PM

Special Project: State Revolving Funds (SRF) Water Main Replacement Infrastructure Project

Greg Steed presented the Work Order No2_4-11-24 between Pinewood Springs Water District and Merrick & Company for Design Services for Water Main Infrastructure Project.

Merrick & Company will provide professional services to complete design and construction plans and specifications for the 2024 Pinewood Springs Water Main Infrastructure Replacement Project (Project). Proposed services are delineated into five (5) tasks and shall include:

Task 1: Project Management

Task 2: Data Collection & Modeling

Task 3: Preliminary Design Phase

Task 4: Final Design Phase:

Task 5: Services During Bidding

Assumptions / Exclusions:

SCHEDULE GOALS:

1) Preliminary design will be completed within 45 days following execution of this work order.

2) Final design will be completed within 30 days following receipt of Owner comments for the preliminary design.

3) Preparation of complete bid package can be expected within approximately 1 week following receipt of and assuming minor Owner comments on the final design.

4) GIS based map and asset database will be completed in conjunction with the completion of final design.

Motion – Patty moved to approve the Merrick Work Order No2_4-11-24. Steve seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

The Self-certification form will be completed by Greg Steed. Greg and Bobby with work on the Bid package and construction documents.

SAMs entity ID annual renewal to be completed by Gabi before the 05/01/2024 expiration date.

Evan presented the EIAF grant application questions to seek the In-Kind grant match contributions needed with community and employee participation in an effort to strengthen the request.

SDA – DOLA Board Policies & Procedures

No input, Table to next meeting. Patty will send the SDA Board Policies & Procedures template out again.

CWPP – Kim provided update with the event at the firehouse on May 4th 10am-noon. Chief Plank will give discussion at 11am. Kim will be representing the Water District at the event.

Job Search –Evan posted the job position on Facebook. Jon Coleman of Pinewood Springs responded to the post the same day that the vacancy was posted on Facebook. Jon has accepted the full-time position. Anticipated started date is May 6th.

Auditor – Gabi is gathering documents and working with the current auditor. The auditor has to file an extension by July 30th.

New Customer Issues: High users – 445 May at 10,100

Motion - Steve moved to reduce the overage rate to high tier, waive warning letter, and remove the occurrence. Patty seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

Reports:

1. **Administrative Clerk:** Details covered in the reports provided. Community entity inserts to be included in the water bill mailing without adding additional postage are permitted for future mailings. The next meeting is May 22, 2024
2. **Water Superintendent/ORC – Bobby:** Super's report provided.
Motion – Steve moved to allow Bobby to purchase trench shoring equipment up to \$6,000. Kim seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**
3. **Approval of minutes: Motion** – Steve moved to accept the minutes from March 27, 2024, with changes discussed. Evan seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**
4. **Board Discussion –**
Steve discussed Gabi's consolidated appraisals and options for Gabi's pay rate increase.
Motion – Steve moved to adjust Gabi's pay rate to \$27/hour. Evan seconded. No opposed. All in favor. Further discussion – none. **Passed unanimous.**

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

Motion – Steve moved to adjourn the meeting at 9:31 PM. Kim seconded. Further discussion – none. **Passed unanimous.**

Respectively submitted by Patty Peritz, PSWD Board Secretary.