

**Pinewood Springs Water District Board Meeting Minutes**  
**June 28, 2023**

**Special Hearing Rules and Regulations Proposed Changes and Regular Meeting**

of the Board of Directors of the Pinewood Springs Water Districts Water Enterprise. Conducted via Zoom.

**Board Members Present:** Stephen Stewart, Kim Bologna, Dan Robinson, Patty Peritz, Mike Murphy

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

**Community Members Present:** Rome and Juanita Walker, Toni and Laura Burfield, Christy Crosser

**Establish a quorum:** Yes.

**Open Special Hearing Rules and Regulation Proposed Changes** at 7:02 PM.

Presentation of proposed changes to the Rules and Regulations concerning wells within the District, drainage access and easements, customers' responsibility concerning required devices including backflow preventors and Short-term-rentals (STRs).

**Board Discussion:**

**First question was on wells in the District.** Wells are owned by the District and are not to be used. That change explicitly adds "wells" to the verbiage.

**Public Input:** None.

**Second question was on drainages with the District.** Many drainages go across private and public property. The drainages are water sources. The District has the ability to inspect drainages for obstructions and other problems.

**Public Input:** Are property owners notified when the District is on their property? What happens when a property owner does not want the District on their property?

**Board Response:** The District notifies property owner 99% of the time. The District has the legal right to walk on the property to inspect drainages.

**Third question was on customers' responsibility with devices connected to the water system and compliance.** Residents or property owners' homes/buildings that are connected to the water system must be safe. Customers are responsible for devices connected to the water system. The State of Colorado has put an emphasis on backflow devices and cross connections that could potentially impact the potability of the water system.

**Public Input:** None.

**Fourth question was on regulating water supply to STRs.** The District has concerns about water availability to the community. The reservoir is a buffer not a guarantee to provide water. The District was looking at STRs with their turnover of renters and transients overusing and wasting water which can impact the community. The District will not supply water to properties using STRs. The District cannot prohibit STRs in the community. The District will identify STR properties through Verbo and Airbnb advertisements and neighbors reporting unusual activity and traffic and develop a process to shut their water off. Larimer County can be notified of unlicensed STRs.

**Public Input:** A resident added the District is moving in the right direction and doing the right thing with STRs. It was reported that in Estes Park 60% of the fires were at STR properties. Another resident agreed and added concerns regarding water, safety, fires and roads being affected by STRs. They have previously submitted a letter to Larimer County opposing STRs in Pinewood. Another resident echoed all previous comments and brought up how does the PSPOA covenants apply.

**Board Response:** Discussion pursued with PSPOA covenants Part B, Sections 1 and 5 would pertain to STRs.

**Close Special Hearing Rules and Regulations**

**Motion:** Steve moved to close the Special Hearing at 7:31 PM. Kim Seconded, No further discussion and the motion

**Passed Unanimously.**

Adjourn back to Regular Meeting

**Regular Meeting:**

**New Business:**

**Discussion and adopt changes to Rules and Regulations as determined in the Special Budget Hearing:**

**Motion:** Steve moved to adopt the changes to the Rules and Regulations regarding use of wells in the District, use of drainages in the District, customers' responsibility with devices connected to the water system and regulating water service to STRs presented in the Special Hearing. Mike Seconded, No further discussion and the motion **Passed Unanimously**.

**Employee Search:**

Olaf resigned this past weekend. The employee search team will continue searching for a new employee.

**Old Business:**

**Grant search with water main replacement infrastructure project package:** The 2024 Drinking Water Eligibility survey was completed, certified, and submitted on June 23<sup>rd</sup>. The survey is to be completed in June annually for the upcoming year. A meeting with the Grant Team is scheduled for 7/13 to discuss the State Revolving Funds (SRF) Project Needs Assessment (PNA) process, steps, and tasks.

**CWPP update:** Kim attended the 5/27 CWPP meeting. Larimer County OEM wildfire mitigation grant requirements are to provide before and after photos of the mitigation site. Arrangements were made to take photos and drone aerial footage. Baer Forestry is to start the mitigation work on 7/27.

**Water District Addresses:** The District property address assignment project has been completed. Larimer County Addressing team has assigned addresses to the following properties: - Low Zone – 84 Navajo Ct., Low Zone Dosing Shed – 72 Navajo Ct., 378 Deer Lane, 55 Elk Road, 12509 E. Highway 36 (aka Res) 522 Pinewood Drive, 212 Chipmunk Drive, 488 Pinewood Drive, 1779 Kiowa Rd, 494 May Ave., 12335 E Highway 36 (aka Cherry Pit).

**Water District Bylaws:** The updated Bylaws were reviewed and discussed.

**New Customer Issues:** None.

**High Users:** None.

**July Board meeting:** Board will continue with Zoom meeting for July 26th meeting.

**Reports:**

1. **Administrative Clerk:** Details covered in the reports provided.
2. **Water Superintendent/ORC – Bobby:** Super's report provided.
3. **Assistant to Super:** Vacant.

**Approval of minutes:**

**Motion** – Steve moved to accept the minutes from June 28, 2023. Dan seconded. Further discussion – none.

**Passed unanimous.**

**Special Note:** District Bills Payable have been submitted and approved for the month of June.

**Board Discussion:** Big Elk Water wants to renew negotiations for mutual assistance next month. The board discussed vehicle condition status and alternatives.

**Motion** – Steve moved to adjourn the meeting at 9:44 PM. Kim seconded. Further discussion – none. **Passed unanimous.**

Respectively submitted by Patty Peritz, PSWD Board Secretary.