

# Pinewood Springs Water District

## Board Meeting Minutes

**Date:** January 28, 2026

**Location:** Pinewood Springs Community Center, 61 Kiowa Road, Lyons, CO & via Zoom

**Time:** 7:00 p.m. MT

## Attendance

Board Members Present: Jim Easter, Martijn Bolster, Evan Jones, Patty Peritz, Kim Bologna

Advisor/District Manager Present: Warren Musselman, Lena Jones

District Staff Present: Gabi Benson, Cam Hubrecht

ORC – Wolf Compliance Consulting LLC: Mike Wolf

Community Members Present: Natalie Pool, Daniel Grotke, Kevin Packard, Mark Davis, Kathy, iPhone17, Douglass Mann, Celia Frazier, Galaxy9, Ste3ve Stewart, Jennifer, Fritz Lampe, Meredith Dendo

## 1. Call to Order and Establishment of Quorum

A quorum was established. Chair Jim Easter called the meeting to order at approximately 7:03 p.m. Recording was started.

## 2. Special Reports

### 2.1 Water Treatment Plan and Status

#### 2.1.1 Presentation by Michael Wolf, Wolf Compliance Consulting

##### PSWD Water Quality Report: History, Status, Trends and Plans

The District has made significant strides in improving water quality and reliability, increasing storage to about 876,000 gallons and resolving prior reservoir issues. Pretreatment upgrades have reduced chlorine demand by more than one-third, helping lower disinfection byproducts (DBPs). Next steps include installing clearwell baffles and pursuing funding — including principal-forgiveness loans — to address emerging contaminants and complete the Pinewood Drive pipeline segment.

The goal is a dependable system with no outages or water hauling and high-quality drinking water. The District, Wolf Compliance, and Merrick are finalizing a comprehensive water quality plan for CDPHE submission by February 11.

#### 2.1.2 Topic-specific Q&A with the community

No comments.

### 3. Invoice Review

#### 3.1.1 SRF & EIAF Invoice review

**Motion:** Chair entertained a motion to approve Merrick Invoices presented (3) – \$65,836.78. Martijn moved. Evan seconded. Motion passed unanimously.

**Motion:** Chair entertained a motion to approve CCI Pay Application #5 in the amount of \$70,644.28, contingent upon receipt of the complete AIS documentation package. Martijn Bolster moved. Evan Jones seconded. No further discussion. Motion passed unanimously.

#### 3.1.2 Other Invoices

None.

### 4. Resolutions

Chair wants all Resolutions and documents for review to be done by Feb. 15 of each month, uploaded to Google Drive in preparation for the next board meeting.

#### 4.1 RESOLUTION NO. 2026-08 AMENDING THE 2025 BUDGET AND APPROVING EMPLOYEE BONUS COMPENSATION

The Resolution to amend the 2025 budget and approve employee bonus compensation was presented and discussed. The Board approved up to \$2,000 in budgeted bonuses for Gabi and Cam. Gabi announced her resignation for family medical reasons, and the Board expressed appreciation for her work and support during the transition.

**Motion:** Chair entertained a motion to adopt the Resolution 2026-08 as it stands. Martijn Bolster moved. Kim Bologna seconded. No further discussion. Motion passed unanimously.

#### 4.2 RESOLUTION NO. 2026-09 ESTABLISHING FEES FOR COLORADO OPEN RECORDS ACT (CORA) REQUESTS

The Board ratified the District's CORA fee schedule: the first hour of staff time is free, additional time is billed at \$33.35 per hour, paper copies cost \$0.25 per page, and electronic copies are provided at no charge. The fee information has been posted on the District website.

**Motion:** Chair entertained a motion to adopt the Resolution 2026-09 as it stands. Kim Bologna moved. Evan Jones seconded. No further discussion. Motion passed unanimously.

#### 4.3 RESOLUTION NO. 2026-10 CONCERNING POSTING OF NOTICE OF REGULAR MEETINGS

Official meeting notices will be posted at the community center bulletin board and on the District website. Regular meetings remain on the fourth Wednesday of each month, with adjusted dates in November (Nov. 19) and December (Dec. 10) to accommodate the holiday schedule and budget timing. The firehouse will be reserved for those meeting dates.

**Motion:** Chair entertained a motion to adopt the Resolution 2026-09 as it stands. Kim Bologna moved. Martijn Bolster seconded. No further discussion. Motion passed unanimously.

#### 4.4 RESOLUTION NO. 2026-11 A RESOLUTION APPROVING A BUDGET AMENDMENT AND AUTHORIZATION OF ADMINISTRATIVE AND OPERATIONS SUPPORT STAFFING

The District will replace Gabi with two positions: 50% administrative support and 75% operations support with bookkeeping duties. Two candidates have been interviewed, with one confirming availability within a week. Wolf Compliance continues providing interim support, with some staff costs shifted to contracted services, until hiring is finalized. **Motion:** Chair entertained a motion to adopt the Resolution 2026-11 as it stands. Martijn Bolster moved. Kim Bologna seconded. No further discussion. Motion passed unanimously.

## 5. Reports

### 5.1 Treasurer's Report

#### 5.1.1 Current Financial Status

Martijn presented review of construction projects and current and future funding resources spreadsheet. Following last year's violation, the District is advancing projects to improve compliance and address an estimated 50% system leakage. Current loan work includes line replacement, tank mixers, temporary manganese and carbon treatment, and engineering support. CDPHE may extend loan funding for the fifth distribution line and other carbon-related improvements, while manganese work may qualify for emerging contaminant funds.

Next priorities include clearwell baffles, improved controls, backwash upgrades, aerator replacement, and system-wide meter upgrades for leak detection. The Board also noted contractor cost issues that removed the Pinewood Drive segment from the scope, the need for a 20-year system plan, and possible future projects such as pond excavation and hydraulic improvements.

#### 5.1.2 Accounting Support: report and recommendation

The Board reviewed options for bookkeeping and financial system support to improve reporting, formatting, and online software use. Two providers were considered: Wolf's management services and Community Resource Services (CRS). CRS is expected to provide rate analysis and accounting cleanup at approximately \$4,000 per month, with costs decreasing as new clerks assume duties.

The Finance Committee recommended selecting CRS.

**Motion:** Chair entertained a motion to approve the CRS proposal and move forward with the contract. Kim Bologna moved. Evan Jones seconded No further discussion, the motion passed unanimously.

The Board also discussed expanding Wolf Compliance Consulting's contract to provide additional operational support, including assistance to Cam in his supervisory role and support for upcoming operational projects. No objections were raised to the expanded Wolf scope.

**Motion:** Chair entertained a motion to accept the Wolf proposal, move forward with the contract, and authorize staff to locate a used ¾-ton 4WD truck in the \$12,000–\$13,000 price range. Martijn Bolster moved. Kim Bologna seconded. No further discussion, the motion passed unanimously.

**Motion:** Chair entertained a motion to approve trade in old ¾ ton truck and find gently used replacement for ¾ ton truck and create a PO to purchase it and donate the other older truck to the PDFPD. Martijn Bolster moved. Kim Bologna seconded. No further discussion, the motion passed unanimously.

**Motion:** Chair entertained a motion to continue relationship with Anderson & Whitney accounting firm to retain them for 2025 audit. Kim Bologna moved. Martijn Bolster seconded. With no further discussion, the motion passed unanimously.

Martijn confirms that the District can hire two clerks.

Warren presented IT improvements plan. The District is modernizing its IT and communications systems. Plans include implementing a unified IP phone system, centralized email under the District domain, and a shared Zoom account. Office workstations will be upgraded, with VPN access for staff, and a new computer will be set up for bookkeeping support.

Operational networks connecting pumps and tanks will be inventoried and updated, including backup power planning. A computerized ticketing system will also be implemented to track customer service and leak reports. These upgrades will be funded through a designated IT improvements budget line.

**Motion:** Chair entertained a motion to approve a designated line item in budget for IT improvements approved by the Finance Committee, material bought and installed. Kim Bologna moved. Martijn Bolster seconded. No further discussion, the motion passed unanimously.

Cam has contacted the **Colorado Rural Water Association (CRWA)** regarding development of a Source Water Protection Plan (SWPP) to help mitigate potential risks to the District's water source. The program includes a \$5,000 series of workshops, and participation counts toward grant eligibility. The next workshop is scheduled for March 11.

The annual CRWA membership meeting will be held in Loveland, and the District is eligible to send one voting representative.

### 5.1.3 Budget and Rates for February

Martijn presented the budget and recommended a rate increase of \$27 per month per member.

### Secretary Report — Filings & Administrative Updates Completed

- DLG-30 Annual Report (including DOLA Finance Non-Related Public Securities Report) filed and accepted — Jan. 26, 2026
- Budget Message & Resolutions 2026-03, 2026-04, 2026-05 filed and accepted — Jan. 26, 2026
- Directors List & District Contact Update submitted to Division of Local Government — Jan. 26, 2026
- Transparency Notice filed — Jan. 12, 2026
- Line of Credit Extension with Bank of Estes Park executed; extended through July 17, 2026 — Jan. 28, 2026
- PDPA Notice of Assignment of Official Custodian acknowledged by Colorado Department of Regulatory Agencies — Jan. 14, 2026

### 5.2 Communications Committee report

#### 5.2.1 Phone and email improvements: report and recommendation

Already covered.

### 5.3 Operations Committee report

#### 5.3.1 Operational improvements: report and recommendation

Already covered

Wolf Compliance Consulting expanded support approved.

### Operations Report (Cam):

Average water production was 58,000 gallons per day, with usage at 51,000 gallons per day, resulting in a positive balance. Storage levels are approximately 358,000 gallons in the low zone and 355,000 gallons in the high zone. Current supply consists of exchange water from the river and reservoir. Free river water began flowing on January 22, but frozen conditions temporarily limited reservoir pumping, reducing production to about 50,000 gallons per day during that period. Six leaks have been repaired since the last meeting.

### 5.4 Project Oversight Committee Report

#### 5.4.1 Buttonrock Status

A project punch walk was completed approximately 10 days ago with Warren, Cam, CCI, and Merrick. The equipment yard has been cleared, with one large dumpster still to be removed. Grading with road base is in place and expected to hold through the next few months. Ditches, valve locations, and hydrants have been identified and secured.

Chair Easter noted ongoing Friday construction coordination meetings. Warren also emphasized that valves should be exercised on a regular schedule as part of routine maintenance.

#### 5.4.2 Project Completion Plan

Meeting with CCI and Merrick is Friday 1/30. Updates to be provided on schedule.

Martijn reported that the District will be meeting with a water rights consultant to better understand its existing water rights portfolio and overall supply position. The goal is to improve water rights planning while continuing efforts to reduce system leakage. Evan noted that water rights are typically more affordable to acquire in the fall.

Cam reported a catastrophic system failure in the low pressure zone the previous night affecting three vacant homes. All water in low zone was shut off. It was noted that a new pressure tank is needed.

## **6.6 Member Q&A**

None.

## **7 Approval of minutes from past meeting**

**Motion:** Chair entertains a motion to approve Special Meeting minutes from Dec 7, 2026 as written. Martijn Bolster moved. Evan Jones seconded. No further discussion, the motion passed unanimously.

**Motion:** Chair entertains a motion to approve Board Meeting minutes from Dec 9, 2026 as written. Martijn Bolster moved. Evan Jones seconded. No further discussion, the motion passed unanimously.

**Motion:** Chair entertains a motion to approve Special Meeting minutes from Dec 11, 2026 as written. Martijn Bolster moved. Evan Jones seconded. No further discussion, the motion passed unanimously.

## **8 Adjournment of Regular Meeting**

Meeting adjourned at approximately 9:21 p.m.

**Motion:** Chair entertains a motion to adjourn meeting. Martijn Bolster moved. Kim Bologna seconded. No further discussion, the motion passed unanimously.

Respectfully submitted, Patty Peritz Board Secretary – Approved