

Pinewood Springs Water District Board Meeting Minutes

Date: October 29, 2025

Location: Regular Meeting of the Board of Directors of the Pinewood Springs Water District Enterprise — Held via Zoom

Meeting Details

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

Advisors/District Manager Present: Warren Musselman, Lena Jones

District Employees Present: Cam Hubrecht. Absent : Gabi Benson, Jen Taylor

ORC - Wolf Compliance Consulting LLC: Mike Wolf, Chris Cobbley

Community Members Present: Fritz Lampe, William Kipp, Ardean Johnson, Bob & Ann Ragan, Steve & Cindy Lemaire, Stacey & Mark Davis, Daniel Grotke, BC, Christine Swanger, Steve Stewart, Doug Mann, Ted Plank, Galaxy 9

1. Establish a Quorum

Quorum established. Meeting opened at 7:00 PM. This meeting is being recorded.

New Business

2. Swearing in of New Board Member

- Martijn Bolster sworn in as Board Member. Oath prepared and signed. Warren Mussleman and Lena Jones were designated as non-voting advisory members stepping up to support board functions.

3. Appointment(s) to Managerial Positions

- Appointment of Lena Jones as Acting District Manager. Discussion focused on HR policy alignment and streamlining SOPs for efficiency. Lena volunteered to assume role of Acting District Manager to resolve internal coordination challenges and improve workflow.

4. Water Hauling Charges

- Resolution 2025-29 repealing prior hauling structure. Previous variable charge model (Resolution 2025-23) was found unworkable. District to adopt flat rate charge of \$19.50 per tap. Charges for September reviewed (see resolution).

5. Water Treatment Plant Status

- Pilot Treatment Plant: Brian Donnaly completing installation. Waiting on CDPHE approval. State accelerated review schedule thanks to Kristan Buck-Merrick. Public open house planned once operational.
- Permanent Treatment Plant: Proposal received from Clear Creek Systems. Permanent

system will replace temporary pilot with larger vessels (double capacity). Expected to improve manganese and iron removal and reduce chlorine demand contributing to DBPs.

6. SRF Project Updates

- Button Rock Status: Approaching completion. Revised completion timeline mid-November. CCI reported installation of heating tape to prevent freezing. The measure was not fully effective, as one member experienced frozen service lines. Removal of temporary lines is expected within two weeks.
- Line Replacement Project: The District is not confident that CCI can continue construction during winter conditions. Work will pause and resume in spring 2026, with updated milestones setting final completion for June 2026 to remain within SRF/EIAF funding timelines.

7. Invoice Review

- SRF & EIAF Invoice Review:

Motion: Jim moved to approve SRF Work Order #4-INV-10239596 for \$14,375.70 as presented; Martijn seconded. Motion passed.

Motion: Jim moved to approve SRF Work Order #5-INV- 10239594 for \$24,710.28 as presented; Martijn seconded. Motion passed.

Total invoices approved is \$39,085.98 for SRF Req #5 submission.

- Merrick invoices to be reviewed by Budget Committee prior to next submission cycle. No other invoices were presented.

8. ORC Contract Renewal

- Discussion regarding future water quality compliance. Wolf Compliance Consulting contract renewal proposed without change. Mike Wolf reported that future violations are not expected with implementation of the new green sand filtration treatment system. Motion: Evan moved to renew Wolf Compliance contract as presented. Martijn seconded. Motion passed.

9. HR Policy Adoption

- Jim introduced new HR Policy drafted under Lena Jones' leadership. Policy establishes workplace standards, compliance with state law, and defines the District Manager's supervisory authority over operations staff. Includes EO and zero-tolerance provisions for misconduct. The District Manager responsible for implementation and mediation of staff issues.

Motion: Kim moved to adopt HR Resolution as presented. Evan seconded. Motion passed.

10. Resolutions

- Water Hauling Charges – RESOLUTION NO. 2025-29: A Resolution Repealing and Replacing Resolution 2025-23 Concerning Water Hauling Cost Allocation
Motion: Jim moved to adopt Resolution No 2025-29 as it stands. Kim seconded. Motion passed; Evan opposed.

- PDPA Compliance – Resolution reaffirming District compliance and reaffirming custodian and reporting responsibilities.

Resolution No. 2025-28: A RESOLUTION AFFIRMING COMPLIANCE WITH THE COLORADO PUBLIC DEPOSIT PROTECTION ACT (PDPA)

Motion: Jim moved to adopt Resolution No. 2025-28 as it stands. Martijn seconded. Motion passed.

- Affirming Scope of Project Plan and Construction Change Order – Ratifies June 2025 change order reducing project scope (removal of Pinewood Drive segment to Phase 2) and reaffirming CCI contractual obligations with non-punitive performance enforcement clause.

RESOLUTION NO. 2025-30: Resolution Ratifying Change Order No. 1 for the Water Line Replacement Project

Motion: Jim moved to adopt Resolution 2025-30 as it stands. Evan seconded. Motion passed.

Old Business

11. Current Water Situation

- No significant changes reported. ORC addressed an improperly installed service tap from prior operations.

12. Budget & Cash Flow

- Treasurer Martijn Bolster presented updated draft FY26 budget. Forecast shows capital improvement needs exceeding current funding.
- Discussion included options for extending SRF/EIAF scope, potential rate adjustments (~\$60 annual increase), and long-term capital investment priorities.
- Topics included tank inspection (\$50K), clear well replacement, pump pit refurbishment (\$10K), new 4WD truck (\$20K), reservoir parts/materials and maintenance (\$20K) and meter replacement program, total capital improvement estimate (\$200K).
- Budget Committee to refine budget and return with finalized proposed budget to adopt on November 18, 2025.

13. Website

- Web updates ongoing. ADA and transparency compliance emphasized.

Reports

- SRF Loan & EIAF Grant – Progress reported earlier in agenda.
- Administrative Clerk – Report presented by Jim on behalf of Gabi Benson.
- Member Q&A – Resident Daniel Grotke raised road encroachment and property impact concerns. Board directed documentation with photos and engineering review to ensure full remediation by CCI.

Adjournment

Motion: Jim moved to adjourn the meeting at 8:52 PM and move to Executive Session to discuss HR issues. Patty seconded. Motion passed. Recording concluded.

Respectfully submitted, Patty Peritz, Board Secretary - Approved