

Pinewood Springs Water District Board Meeting Minutes

Date: September 24, 2025

Location: Regular Meeting of the Board of Directors of the Pinewood Springs Water District Enterprise — Held via Zoom and in-person at the Community Center, 61 Kiowa Rd, Lyons

Meeting Details

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

Advisors Present: Warren Musselman, Lena Jones

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

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

Community Members Present: Mark Davis, Steve Eis, Co Resident, Stacey Davis, Kathy, Christy, Steve's phone, Steve Stewart, Read.ai meeting, Travis Austin, Ardean Johnson, Deonne VW, Michelle Guzzo, Pam Ping

1. Establish a Quorum

Quorum established. Meeting opened at 7:00 PM.

New Business

2. Water Hauling

- Charges for September (see Resolution); Emergency cost allocation authority established
Water hauling costs totaled \$21,997.50. District contribution: \$16,108.00. Remaining \$5,889.50 allocated to members.

3. Water Treatment Plant Status

- Pilot Treatment Plant: Awaiting CDPHE engineering review and approval.
- Permanent Treatment Plant: Quotes requested for RFPs.

4. SRF Project Updates

- Buttonrock Status: Road closures upcoming.
- Second crew mobilizing next week.
- Estimated completion: November 25, 2025.
- District awaiting revised line replacement schedule — full completion anticipated in 2026.

5. Invoice Review

- SRF Req #4: \$105,168.73 and EIAF RFR 1: \$24,130.00 paid upfront and pending reimbursement. AIS certifications received from CCI. AIS certification package complete, 6 weeks late.

- No other invoices for approval until SRF Req #4 and EIAF RFR 1 are processed and funds received.

- Motion: Jim moved to bring invoices to a special meeting. Kim seconded. Motion passed.

6. Board and Advisory Positions

- Board remains at 5.

- Three individuals volunteered.

- Treasurer: Martijn Bolster.

- Recording Secretary: Lena Jones.

- Special Advisor: Warren Musselman.

7. Resolutions

RESOLUTION NO. 2025-21

- A RESOLUTION INDUCTING NEW MEMBERS AND APPOINTING NON-VOTING OFFICERS AND ADVISORS TO THE BOARD

Motion: Jim moved to adopt Resolution 2025-21 as it stands. Kim seconded. Motion passed.

RESOLUTION NO. 2025-22

- A RESOLUTION CREATING THE POSITION OF DIRECTOR OF FUNDED SUPPORT AND APPOINTING PATTY PERITZ TO THAT POSITION

Motion: Jim moved to adopt Resolution 2025-22 as it stands. Kim seconded. Motion passed.

RESOLUTION NO. 2025-23

- A RESOLUTION ESTABLISHING WATER HAULING COST ALLOCATION DURING EMERGENCIES

Motion: Jim moved to approve Resolution 2025-23 as it stands. Kim seconded. Motion passed.

RESOLUTION NO. 2025-24

- A RESOLUTION REASSIGNING THE POSITION OF AUTHORIZED BUDGET OFFICIAL FROM GABRIELE BENSON, DISTRICT CLERK, TO PATTY PERITZ, BOARD SECRETARY

Motion: Jim moved to approve Resolution 2025-24 adding the paragraph;

Retention of Treasurer's Responsibilities - Nothing in this Resolution shall alter or diminish the responsibilities of the Treasurer in regard to overall budgetary oversight or reporting to the District or governmental authorities. Kim seconded. Motion passed.

RESOLUTION NO. 2025-25

- A RESOLUTION RATIFYING THE REASSIGNMENT OF THE AUTHORIZED BUDGET OFFICIAL FROM GABRIELE BENSON, DISTRICT CLERK, TO PATTY PERITZ, BOARD SECRETARY, EFFECTIVE AUGUST 27, 2025

Motion: Jim moved to approve Resolution 2025-25 adding the paragraph;

Retention of Treasurer's Responsibilities - Nothing in this Resolution shall alter or diminish the responsibilities of the Treasurer in regard to overall budgetary oversight or reporting to the District or governmental authorities. Kim seconded. Motion passed.

RESOLUTION NO. 2025-26

- A RESOLUTION REASSIGNING THE RESPONSIBILITY FOR DISTRICT REQUIRED FILINGS AND SUBMISSIONS TO DOLA, SDA, AND COUNTY AGENCIES FROM GABRIELE BENSON, DISTRICT CLERK, TO PATTY PERITZ, BOARD SECRETARY

Motion: Jim moved to approve Resolution 2025-26 adding the paragraph;

Retention of Treasurer's Responsibilities - Nothing in this Resolution shall alter or diminish the responsibilities of the Treasurer in regard to overall budgetary oversight or reporting to the District or governmental authorities. Kim seconded. Motion passed.

RESOLUTION NO. 2025-27

- A RESOLUTION ELIMINATING COMPENSATION FOR MEMBERS OF THE BOARD

Motion: Jim moved to adopt Resolution 2025-27 as it stands. Martijn seconded. Motion passed.

Old Business

8. Current Water Situation

Current water system conditions and fiscal status reviewed.

9. Budget, cash flow

FY26 draft budget overview presented. Working group structure discussed for operational support.

10. Website

Evan working on the website editor.

11. Operations

- Website transparency updates in progress.
- Web administration transition underway.

Reports

SRF Loan & EIAF Grant

- Covered earlier in agenda.

Administrative Clerk

- Reports to be posted to website when finalized.

Water Superintendent

- Reservoir approximately 22.5 ft.
- Water rights release requirements reviewed.

Special Topic: Strategic Priorities

- Board reviewed key goals for operations, compliance, and staffing.
- Action items include advancing treatment system improvements, pursuing grant funding, updating SOPs.

Detailed strategic planning materials maintained in District records.

Approval of Minutes

Motion: Jim moved to approve the minutes from the August 27, 2025 meeting. Kim seconded.
Motion passed.

Adjournment

Motion: Jim moved to adjourn at 9:31 PM. Kim seconded. Motion passed.

Respectfully submitted,
Patty Peritz, Board Secretary
Provisional