

Pinewood Springs Water District

Board Meeting Minutes

Date: November 19, 2025

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

Meeting Details

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

Advisor/District Manager Present: Warren Musselman, Lena Jones

District Employees Present: Cam Hubrecht, Gabi Benson

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

Community Members Present: John Koch, Ardean Johnson, MLM, Kevin Packard, Judy Bigger, Steve LeMaire, Jen Rivas, Stacey Davis, Doug Mann, Steve Stewart, Ted Plank, Mark Davis, Kathy, Thomas Sanford, Mariah, Resident, Fritz Lampe, Barbara, Dave, Dan Robinson

1. Establish a Quorum

Quorum established. Meeting called to order at 7:02 PM.

2. New Issues

2.1 Committee Appointments

The Board discussed the creation and structure of committees to improve workflow, operational efficiency, and project oversight. Jim Easter provided an overview of committee purpose and expectations.

2.1.1 Communications Committee:

Evan Jones and Warren Musselman nominated.

2.1.2 Budget & Finance Committee:

Martijn Bolster and Patty Peritz nominated.

2.1.3 Operations Committee:

Lena Jones and Kim Bologna nominated. Warren Musselman on Facebook. Evan Jones as website admin.

2.1.4 Special Committee for Project Oversight:

Jim Easter, Martijn Bolster, and Warren Musselman nominated. Wolf available as a consultant.

Motion: Chair entertains a motion to form committees as described. Martijn moved to form committees as described. Evan seconded. Motion passed unanimously.

2.2. Water Treatment Plant and Status

2.2.1 Pilot Treatment Plant:

Now operational. Early sampling shows manganese levels well below limits. Chemical dosing adjustments ongoing.

2.2.2 Permanent Treatment Plant:

Clear Creek Systems proposal received. Specs to be handled by the Operations Committee. Three-bid requirement will be followed.

2.3. SRF Project Updates

2.3.1 Button Rock Status:

Construction meetings ongoing. Updated schedule from CCI still not received. Weather window closing soon. Additional oversight to be provided by Special Committee.

Warren provided historical recap and outline of remaining segments. Winter shutdown likely, with pre-work resuming in spring.

2.3.2. Project Completion Plan

Next steps to be developed by the Special Committee for Project Oversight and posted publicly.

2.4. Invoice Review

2.4.1 SRF & EIAF Invoice review

Project invoices (6) were reviewed and approved for payment in the total amount of \$294,211.40. Compliance requirements discussed. Merrick coordinating bolt and flange issues.

Motion: Jim moves to entertain a motion to approve the invoices and at discretion of committee. Martijn moved to approve invoices at the discretion of the Budget Committee. Patty seconded. Motion passed unanimously.

2.4.2. Other Invoices

CCS invoice (\$56,312.50) previously authorized due to 30+ day delay.

Motion: Chair asked for ratification for CCS invoice payment. Martijn moved to ratify payment. Patty seconded. Motion passed unanimously.

2.5. ORC Contract Modification Proposal

Wolf Compliance Consulting discussed expanding ORC support to fill operational staffing gaps. Committee to negotiate contract terms and return recommendations to Board.

3. Resolutions

No new resolutions were brought forward for November.

4. Old Business

4.1. Current Water Situation (Summary from ORC)

High and low-zone tanks reported between 18–23 feet. Work continues with commissioners on water rights.

4.2. Budget, cash flow (see Treasurer's Report)

FY26 draft budget reviewed by Treasurer Martijn. CIP needs include meter replacement, vehicle purchase, pump pit refurbishment, and reservoir updates.

4.3. Website (Comms Committee to report next month)

Communications Committee to provide update next month. ADA compliance deadline approaching (April 2027).

5. Member Q&A (<= 2 min / question, please)

Residents raised concerns regarding billing accuracy, online portal issues, and communication. Follow-up assigned to Gabi and Jim.

6. Reports

6.1. Administrative Clerk

Residents raised concerns regarding billing accuracy, online portal issues, and communication. Follow-up assigned to Gabi and Jim.

High Users: 234 Kiowa Rd – 7,600 gallons, 40 Ute Crossing – 7,000 gallons. Both received warning letter.

6.2 Treasurer's Report

Covered previously during FY26 Proposed Budget Review.

7. Approval of Minutes from past meeting

Motion: Chair moves to entertain motion to approve minutes from past meeting. Evan moved to approve October 22, 2025 meeting minutes as presented. Martijn seconded. Motion passed unanimously.

8. Adjournment of Regular Meeting

Motion: Chair moved to entertain motion for adjournment. Martijn moved to adjourn at 9:05 PM. Patty seconded. Motion passed.

Respectfully submitted,

Patty Peritz, Board Secretary – Provisional

APPENDIX: DISCUSSION OF COMMITTEE PURPOSE, NATURE AND FUNCTION

Why These Committees Are Being Formed

To ensure that the Pinewood Springs Water District Board functions efficiently and strategically, the Board is forming several committees to focus on key operational domains. These committees allow Board members to apply their individual strengths, improve oversight, enhance communication, and coordinate complex activities such as budgeting, operations, and major capital projects. Three of these are standing committees, designed to provide ongoing structure and continuity through future Boards. A fourth is a special committee, created for a defined purpose and intended to dissolve once that objective is fully accomplished. Each committee will provide brief reports to the full Board at regular meetings, while sub-quorum meetings may occur without public session requirements in the interest of efficiency.

Committee Summaries and Statements of Purpose

2.1.1 Communications Committee

Summary of Why Formed:

To ensure that PSWD maintains clear, timely, and accurate communication with the community, improving transparency, trust, and public understanding of District activities.

Statement of Purpose:

The Communications Committee shall oversee and coordinate all District communications, including updates to the official website, social media postings, and community information releases. Its purpose is to ensure frequent, accurate, and accessible communication between the District and its residents.

2.1.2 Budget & Finance Committee

Summary of Why Formed:

To strengthen fiscal oversight, ensure responsible stewardship of District funds, and support long-term financial planning for current obligations and future needs.

Statement of Purpose:

The Budget & Finance Committee shall create, review, and maintain annual and multi-year budgets; plan for anticipated expenses and revenue; and ensure timely, accurate financial reporting to the Board and to external authorities as required by law. Its purpose is to maintain the District's financial health and compliance.

2.1.3 Operations Committee

Summary of Why Formed:

To support the development of a strong, well-trained operations workforce and provide clear, consistent operational practices that ensure reliable delivery of high-quality water service.

Statement of Purpose:

The Operations Committee shall assist in building and supporting an effective operations staff; creating a safe and positive work environment; and developing, organizing, and maintaining operational procedures and policies that promote reliability, safety, and service quality for the community.

2.1.4 Special Committee for Project Oversight

Summary of Why Formed:

To provide focused leadership and oversight for the System Improvement Project, ensuring that engineering, construction, and contractor activities progress on schedule, within budget, and to the highest standards.

Statement of Purpose:

The Special Committee for Project Oversight shall manage and coordinate project planning, contractor relations, budgeting, progress tracking, and contingency measures for the System Improvement Project. Its purpose is to ensure the project is completed on time, on budget, and to a standard that maximizes long-term reliability and value. This committee will dissolve upon successful completion of its assigned project.