

PINON HILLS WATER USERS ASSOCIATION INC.
P.O. BOX 1165
WALSENBURG, COLORADO 81089
Meeting held at the J.C. Copeland Residence 506 Indian Creek Rd.
Quarterly Meeting Minutes of the Board of Directors
February 25th, 2023

1. CALL TO ORDER:

Jim Borawski opened the meeting at 9:00 am.

2. ROLL CALL:

JIM BORAWSKI (President): Present
ROB ST. PETER (Vice President): Present
BOB POMEROY (Treasurer): Present via Telecom
J.C. COPELAND (Director): Present
KRISTAN LOWE (Secretary): Present
ADAM BATTIAIA (Water Operator) Present

Members present:

Ken & Ann Blakeslee

3. APPROVAL OF AGENDA - PROOF of NOTICE February 3rd 2023.

Proof of Notice was provided to all members on 2/3/2023 via an email notification. Jim Borawski mentioned this proof of notice was also posted in the Huerfano Journal paper to meet the requirement set forth by the USDA. Board members briefly discussed Colorado Sunshine laws and the requirements for posting public notices. Jim asked if there were any additions or changes to today's Agenda – Proof of Notice. There were none.

Jim Borawski made a motion to approve the February 5th 2023, Agenda - Proof of Notice as presented. Rob St. Peter seconded the motion. All in favor. Motion carried.

4. MINUTES CORRECTION AND APPROVAL: November 12th, 2022 Regular Meeting Minutes:

Board members reviewed the November 11th, 2022 regular meeting minutes prior to today's meeting. Jim Borawski asked if there were any changes or additions needed. There was a date correction needed on the last bullet item of Section 6. The date should reflect 2023 and not 2022. The minutes will be amended to reflect the correction and Kristan Lowe will provide a new copy to Ken Blakeslee to share on the Pinon Hills website (<https://www.pinonhillswaterusersassociation.org/>).

Jim Borawski made a motion to approve the November 12th, 2022 Regular Meeting Minutes as amended. Bob Pomeroy seconded the motion. All in favor. Motion carried.

5. FINANCIAL REPORT:

- J.C. Copeland gave an update regarding association expenses and the checking account balances to date. He explained there is a need for accounting help and encouraged the board members to reach out to an accountant to ensure all journal entries are being recorded properly. Bob Pomeroy explained the ranch doesn't always cash the checks in a timely manner and that there are times throughout the year that the balance will show a discrepancy because checks are paid in one month but not cashed until later in a different month. The accountant will also be needed for help with the association's nonprofit status and the required IRS 1023 form. Bob confirmed he shows 26 water users and that he and J.C. will look into the discrepancies from the Profit and Loss report. Board members discussed the meter reads and warned that there is a lot of water being used (222,000 gallons last month). Adam Battaia warned of a leak and the location is unknown at this time. Association members should be on the lookout for standing water and report any leaks to Adam or a board member right away. J.C. Copeland expressed the importance of keeping all members informed of water shut offs and possible leaks and he reminded everyone that the association is not responsible for any repairs on the member side of the meter. Adam Battaia will find a person to provide the meter read from the well at JW Ranch. Board members briefly discussed the budget and need for grants to improve the water system.

J.C. Copeland made a motion to accept the January 2023 Financial Report as presented. Bob Pomeroy seconded the motion. All in favor. Motion carried.

6. **REPORTS OF OFFICERS – Old Business/New Business:**

- Ann Blakeslee provided an update regarding the USDA grant application. She has been given a checklist from Tineel Baroz and went over the items she needs from the board. Ann requested a copy of the most recent By Laws and Articles of Incorporation. Ann expressed the importance of submitting the application correctly as you are only allowed 3 chances. In which Pinon Hills has already applied and been rejected twice prior. Many items on the checklist will not apply to the PHWUA and Ann needs help gathering the other items listed. Ann will try to determine what changes are required and will come to the board for approval if there is a need to hire legal counsel. Ann hopes to have all of the changes incorporated by the next board meeting. J.C. Copeland reminded Ann that Dannah with GMS will be able to answer some questions if needed as well. Ann will reach out to GMS. J.C. Copeland and Ken Blakeslee will make sure the updated By Laws and Articles of Incorporation are added to the PHWUA website.
- Rob St. Peter and Bob Pomeroy's election terms will be up in 2024.
- Jim Borawski explained he will be submitting a resignation from the Board President position this year and discussed the possibility of Vice President Rob St. Peter taking over. Rob St. Peter will be willing to assume responsibility at the next election.
- Board members will vote and determine roles and responsibilities at next board meeting.
- J.C. Copeland would like board members to send a courtesy text notification to members when there is a water shut off or leak repairs taking place. The board determined this is not written in our Rules and Regulations document but that it would be the friendly thing to do. J. C. suggested splitting up the task between all of the board members. The board will decide at a later time on how to handle text message notifications.
- Board members will hire Jamie Hutchins for the 2023 year to assist with the PHWUA website. Board members approved the annual subscription cost of \$250 and Bob Pomeroy will make the payment.
Rob St. Peter made a motion to approve the \$250 payment to Hutchins for website maintenance. J.C. Copeland seconded the motion. All in favor. Motion carried.
- The next PHWUA Regular Membership meeting will be held at 131 Ryus Ave. LA Veta, CO 81055
10:00am on May 13th, 2023.

7. **ADJOURNMENT:**

Rob St. Peter made a motion for an adjournment of today's meeting. Jim Borawski seconded the motion. All in favor. Motion carried. The meeting was adjourned at 10:20 am.