

PINON HILLS WATER USERS ASSOCIATION INC.  
P.O. BOX 1165  
WALSENBURG, COLORADO 81089  
Meeting held at the Blakeslee Residence  
431 Indian Creek Rd.  
Walsenburg, CO 81089  
Regular Board Meeting Minutes of the Board of Directors  
July 14<sup>th</sup>, 2023

**1. CALL TO ORDER:**

Jim Borawski opened the meeting at 5:31 pm.

**2. ROLL CALL:**

JIM BORAWSKI (President): Present

ROB ST. PETER (Vice President): Present

BOB POMEROY (Treasurer) Present

J.C. COPELAND (Director): Present

KRISTAN LOWE (Secretary): Present

ADAM BATTALIA (Water Operator) Present

**Members present:**

Sign in list attached

**3. Minutes Correction and Approval: May 13<sup>th</sup>, 2023 Regular Meeting Minutes.**

**Approval of Agenda- Proof of Notice:**

Board members reviewed meeting minutes prior to today's meeting. Jim Borawski asked if anyone had any corrections or additions. There was none. Jim mentioned he sent a Proof of Notice out to all members via email on July 11<sup>th</sup>, 2023.

**Bob Pomeroy made a motion to approve the minutes as presented and the Proof of Notice as presented. Jim Borawski seconded the motion. All in favor. Motion carried.**

**4. Association Financial Report – Treasurer's Report by Bob Pomeroy**

Bob Pomeroy reviewed the profit and loss report through July of 2023. He mentioned that JW Ranch hasn't cashed checks yet so the balance is reflecting a higher balance than actuals. Board members discussed budget items and spoke of high water usage. Bob reiterated that there was a leak and that priority is to find where the water is going. He asked all members to be aware of water on their property and to report it right away. J.C. Copeland explained to the board and members present that the association would need a day to turn off the water to all taps to investigate or shut them off in zones if possible.

**Ken Blakeslee made a motion to approve the July 2023 Financial Report as presented. Bob Pomeroy seconded the motion. All in favor. Motion carried.**

**5. Water Operator Report:**

Adam Battalia provided a brief update. He mentioned he has been working with a gentleman named Kieth from Five Star Automation to install the new telemetry system. Adam explained the need for this program and explained the benefits of being able to monitor the tank levels and information from an app from his mobile device. Adam has been researching the PHWUA augmentation plan. Adam also advised he was able to update the water operator info posted for the CDPHE website and Joe Piper has been removed. There will be a violation letter from CDPHE because the information had expired and the Consumer Confidence report wasn't posted by the deadline of June 30<sup>th</sup>, 2023. Adam has since corrected these problems and will notify association members of the violation. He will also post the CCR report and notice of violation to the mailboxes located at Vega Rd, & County Rd 510. Kristan Lowe will help post the letter to the PHWUA website if necessary.

**Joel Gregg made a motion to accept the Water Operator Report as presented. Kristan Lowe seconded the motion. All in favor. Motion carried.**

**6. Old Business/New Business:**

- Jim Borawski and other board members expressed their gratitude to Ann & Ken Blakeslee for all of their work correcting the PHWUA Articles of Incorporation (AOI's).
- Jim Borawski explained corrections were needed on the AOI's. J.C. Copeland explained that the USDA office requires a physical address in order to move forward with the loan application. He was able to obtain the address of 75 Indian Creek Rd. and asked the board if a mailbox is needed. Bob Pomeroy stated the P.O. Box in Walsenburg is sufficient for monthly payments and member correspondence and to not install a mailbox at this time.
- Jim Borawski thanked Ken & Ann Blakeslee for hosting today's meeting, J.C. Copeland explained the requirement regarding the chain of title and that corrections were needed to change from an LLC to a nonprofit 501C3. Bob Pomeroy said the paperwork regarding the nonprofit status should be arriving soon. J.C. Copeland also mentioned the attorney is helping with research for the augmentation plan, property distribution.
- Board members discussed the water rates for the 2023/2024 season and explained a notice of rate change never arrived from JW Ranch. The PHWUA board will continue with the same rates.
- J.C. Copeland and Rob St. Peter expressed the need to meet with the ranch owners and request quarterly averages for water usage. He advised other board members to set up a meeting with the ranch to discuss. J.C. explained the association needs to increase water storage but that it's not in the budget at this time. J.C. reiterated the need to have accurate meter reads and to locate where the excess water is going. As of today, agreed there will be no rate increase to apply in 2023.
- J.C. Copeland encouraged other board members to research the Consumer Price Index and determine where leak is located. The reading is showing 100k+ gallons of water lost.
- Ferguson sent a credit app to the association and Bob Pomeroy completed the application process.
- J.C. Copeland explained it's important to stay in touch with Ferguson regarding parts. JC explained the account and credit application should be all set.
- J.C. Copeland and board members discussed the urgency for a leak detection service to determine where and how many leaks are in the system and then refer to the preliminary report and GMS for help with funding for repairs if needed.  
**J.C. Copeland made a motion to allow the President, Rob St. Peter to move forward with the scheduling for leak detection with a not to exceed \$4000k. Jim Borawski seconded the motion. All in favor. Motion carried.**
- **J.C. Copeland made a motion for Bob Pomeroy to proceed with the installation of a new meter, not to exceed \$1000k. Jim Borawski seconded the motion. All in favor. Motion carried.**
- **J.C. Copeland made a motion to allow Rob St. Peter and Bob Pomeroy to meet with the owners of W Ranch to discuss usage and meter reads and to negotiate rates. Jim Borawski seconded the motion. All in favor. Motion carried.**
- **J.C. Copeland made a motion to postpone the JW Ranch payment until the usage discrepancies are addressed. Jim Borawski seconded the motion. All in favor. Motion carried.**
- Rob St. Peter and Adam Battaia plan to look at ways to reduce pressure. Rob will look into different types if switches.
- Jim Borawski recited the Oath of Office, pursuant to §32-1-901, C.R.S. and Colorado Constitution Article 12, §9 with both Ken Blakeslee and Joel Gregg. Board members asked the PHWUA Secretary and President to add the term lengths and director information to the PHWUA website.
- **Election of Officers – Assign Roles and Responsibilities:**  
Board members agreed on the following positions:  
Water Operator – Adam Battaia  
President – Ken Blakeslee  
Vice President – Rob St. Peter  
Secretary- Kristan Lowe

Treasurer – Bob Pomeroy  
Director at Large – Joel Gregg

- Jim Borawski will meet with Ken Blakeslee to go over presidential duties and to share PHWUA records. And to make sure Ken is a registered agent for the health department procedures.
- J.C. Copeland reminded the board to update information at First Nation Bank
- J.C. Copeland reminded the board to update and review the nonprofit status.
- Adam Battaia is officially the ORC listed on the CDPHE website.
- Ann Blakeslee explained she needs a few items from the board to move forward with the application to apply for a grant with the USDA. She has been working with both GMS and a representative from the USDA. Ann needs to post an ad in the World Journal 10 days before the next regular meeting of the board of director's. Once this notice is published the association has 60 days from that meeting to move forward with their application process.
- Ann needs permission, along with signed documents. Dannah at GMS will review and certify the documents. Ann provided the document that shows board authorization. Rob St. Peter will certify the document for Ann. Kristan Lowe and Ken Blakeslee signed the form as specified for President and Secretary.
- Ann needs permission to contact legal counsel to ensure the form is okay to submit with the application.  
**Bob Pomeroy made a motion to allow Ann Blakeslee to contact the PHWUA legal counsel, Brenda S. Getz. Kristan Lowe seconded the motion. All in favor. Motion carried.**
- Ann Blakeslee requested a copy of the 2023 draft budget. Bob Pomeroy and Jim Borawski will assist and share copies with Ann.
- Chad Lesser to install tap at the John Giordano residence.
- Ann Blakeslee will sign the letter declaring the publish date of the next PHWUA regular board meeting to be held on 8/12/2023.
  
- Board members discussed By Laws for water use overages. Bob Pomeroy explained the current fee structure. The first time a member is over their allotted water usage amount, the association will issue a warning. The second offense is a \$50 fine and the 3<sup>rd</sup> offense is \$100.
  
- Ken Blakeslee will work on updating the PHWUA website content. J.C. Copeland shared log in credentials with Ken.
  
- Next Regular Board Meeting of the PHWUA Board of Director's will be held on August 12<sup>th</sup>, 2023 at 9:00am.

**7. Adjournment:**

**Motion for Adjournment made by Ken Blakeslee. Bob Pomeroy seconded the motion. All in favor. Motion carried. The meeting was adjourned at 6:56pm.**

Ken Blakeslee    President

Kristan Lowe    Secretary