

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on February 11, 2016 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Town Director Courrau Director Taylor Director Strom Director Schwab
Manager:	Jessie J. Shaffer
Asst. Manager:	Randy Gillette
Attorney:	Kristin Cisowski
Secretary:	Marsha Howland
Visitors:	Mel Plowman - MGP

I. Call to Order:

President Town called the meeting to order at 1:00 p.m.

II. Reading of the Minutes:

Copies of the January 14, 2016 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. Director Taylor reported that the minutes state that the financial statements were approved by the Board, and should be changed to accepted. It was moved, duly seconded, and unanimously passed that the meeting minutes be approved with the above correction.

III. New Business:

A. Consider Letter of Support for Mark Pifher's Appointment to the Southeastern Water Conservancy District Board of Directors: This discussion was tabled until next month.

IV. Old Business:

A. Consider Adoption of Resolution 16-02 Recognizing John Gallagher's Exceptional Services in the Field of Rate Design and Cost of Service Analyses for the District: President Town stated that the Board decided to recognize John Gallagher's services to the District by way of a Resolution. Shaffer asked the Board to consider Resolution 16-02

Motion: Upon motion by Director Courrau, and seconded by Director Strom the Board unanimously voted to approve Resolution 16-02.

V. Financial Discussion:

Director Schwab stated that he had reviewed the financial statements, and everything looks to be on track. It was moved, duly seconded, and unanimously passed that the financial reports be accepted.

VI. Public Discussion:

A. Unscheduled People:

Shaffer stated that he invited Mel Plowman to the Board meeting to talk to the Board concerning his supplemental water agreement with WWSD. Plowman thanked Shaffer for his support and consideration for the past several years. Plowman stated that he had his property platted about ten years ago, and now he is being told that the plating is not good. Plowman stated that this snag has made it very difficult to sell his land, and brought to his attention that he does not need the the supplemental water he has reserved. Plowman stated that he understands that the payment is due on the supplemental water agreement, and he asked the Board to consider giving him time to find a buyer before they take any action to collect the debt. Plowman reported that he has three corporations that are interested in purchasing the property, but they have not made an offer to date. Town stated that the Board would discuss the situation in executive session and Shaffer would contact Plowman with their decision.

VII. Joint Use Committee Report:

Strom stated that the construction at TLWWTF is on schedule.

VIII. Chilcott Ditch Company/ JV Ranch Report:

Shaffer reported that WWSD has hired a foreman for the JV Ranch operations. This employee will also take over the ditch rider duties at Chilcott Ditch. Shaffer stated that at this time, Chilcott pays a management fee to WWSD for administration duties. Shaffer asked the Board to consider revising the management agreement with Chilcott to include ditch rider services. Shaffer stated that WWSD would track time spent on the ditch rider duties and bill Chilcott monthly. The Board directed Shaffer to move forward with the management agreement. Shaffer will bring the agreement back to the Board after he has presented it to the Chilcott Ditch Board. Shaffer stated that WWSD is planning on building a pole barn on the JV Ranch to be used as the headquarters and store the equipment.

IX. Manager's Report:

Shaffer reviewed the Managers Report dated February 11, 2016, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

- i. Pikes Peak Regional Water Authority (PPRWA): Shaffer reported that the PPRWA is in full swing tracking the new bills coming through the State legislature. Shaffer stated that the State is looking at a new bill for water accounting and auditing. Shaffer stated that this bill would make entities with 2000 acre feet of water demand annually, track their unaccounted water and report it in a specific way.
- ii. Reuse Opportunities: Shaffer stated that he and Gillette met with the Town of Monument who has been conducting a water reuse study for their own system. Shaffer stated they they shared their study with him, and asked if WWSD would be interested in partnering up with them for a water reuse project. Shaffer stated that Forsgren Engineers will be modifying the study to include partners. Shaffer stated that depending on the results of the study, he may be bringing the project to the Board for consideration.

B. Operations: Randy Gillette

- i. **Water Report:** Gillette reported the unaccounted water for January, 2016 was at 13%. Gillette stated that if he calculates actual days compared to the production meters, the percentage is at seven. Gillette reported that WWSD is still evaluating Wells 8 and 11. Gillette stated that WWSD had several main breaks in January.
- ii. **Sewer Report:** Gillette reported that the sewer cleaning and inspections were moving forward.

C. District Construction/Planning Projects:

- i. **Pilot Project Request for Proposal (RFP):** Shaffer reported that he has completed his RFP for engineering work at the South Filter Plant with ozone or carbon products for the taste and odor issues. Shaffer stated that he plans to have the RFP's open for bidding by the end of next week.
- ii. **Lake Aeration:** Shaffer stated that the Lake Woodmoor aeration project will start as soon as the lake thaws.
- iii. **JV Ranch Operations:** Shaffer reported that WWSD is now looking into purchasing the budgeted farm equipment needed at the JV Ranch to continue the re-vegetation project. Shaffer stated that he will be sending out RFP's for the pole barn construction project.

D. WWSD Subdivision/Development Status Update:

- i. **Dunes at Woodmoor:** Shaffer stated that this project is moving forward.
- ii. **Village Center Filing 4A:** Shaffer reported that Village Center Filing 4A has received conditional acceptance for their first phase.
- iii. **Pine Tree Properties:** Shaffer reported that the Pine Tree Properties asked the Town of Monument for re-zoning from commercial to residential for this property and were turned down.

E. Other Topics:

- i. **Rates and Cost of Service:** Shaffer stated the the Town of Monument is receiving a lot of political heat and pressure from their community concerning their water rate increases. Shaffer stated that he feels that the WWSD Board of Directors has always taken the cost of services analysis very seriously every year when looking at rates. Shaffer stated that he just wanted to thank the Board for a job well done.

- ii. 2015 Financial Audit: Shaffer stated that the 2015 financial audit has been completed and final reports will be finished after the TTWWTF audit is finished.
- iii. Express Bill Pay: Shaffer reported that this project is on hold until Smith returns to work to review the contracts. Shaffer hoped to have the on-line service running around June, 2016.

X. Special Reports and Subjects:

- A. Engineer's Report: None.
- B. Attorney's Report: None.
- C. WIA Meeting Report: None.

XI. Executive Session:

It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to: C.R.S. Section 24-6-402: (1) Subsection (a) for discussions related to the purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest; and (2) Subsection (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and (3) Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions; all related to the the Joint Use Agreement and MGP Development. Session commenced at 2:15 p.m. The Board returned to Regular Session at 3:11 p.m.

XII. Adjournment:

There being no other business to come before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 3:13 p.m.

Respectfully Submitted,


Beth Courrau, Secretary