

RECORD OF PROCEEDINGS

A special meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on April 28, 2016 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Town
 Director Strom
 Director Courrau
 Director Taylor

Manager: Jessie J. Shaffer
Asst. Manager: Randy Gillette

I. Call to Order:

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

II. New Business:

- A. **Consider Award of Pilot Taste and Odor (T&O) Study Contract:** Shaffer stated that he sent eight RFP's out for the T&O study and received three responses back with written proposals. Shaffer stated that the three engineering companies to respond were Forsgren Associates, AECOM Engineering, and FEI Engineers. Shaffer stated that he left it up to the engineers to decide what kind of testing they thought would be appropriate for WWSD's T&O issues. Shaffer explained the different kinds of testing to include bench scale, pilot scale, and demonstrating scale testing. Shaffer stated that he interviewed all three companies. Shaffer reported that the testing period runs about four months with a final report in January 2017. The Board discussed the cost and the testing methods of each proposal.

Motion: Upon motion by Director Taylor, and seconded by Director Strom the Board unanimously voted to award the pilot taste and odor study contract to FEI Engineers.

Note: President Town informed the Board that three employees in the field operations department of WWSD have tendered their resignations. Shaffer stated that WWSD is advertising to fill these positions. Shaffer stated that for the short term, other WWSD employees might have to go on the on-call schedule, to include himself and Gillette. Shaffer stated that he wanted the Board to be aware that WWSD might incur some additional cost if we have to hire outside contractors for any main breaks.

III. Old Business:

- A. Consider Ratification of Xpress Bill Pay Agreement:** Shaffer stated that this agreement has not been completed at this time.
- B. Consider Cost Allocation/Re-Allocation to the Ranch Rangeland Project:** Shaffer stated that WWSD budgeted \$110,000 for the T&O study, and if WWSD reaches the not to exceed amount of \$210,000, we will be over budget by \$100,000. Shaffer reported that the ranch rangeland project to include the storage building is also looking to be running about \$130,000 over budget. Shaffer informed the Board that the T&O study will not be completed in 2016, so the monies budgeted at \$300,000 for the recommended solution to the T&O issue will not be spent in 2016. Shaffer stated that he wanted the Board to be aware of the budgeted line item changes before the mid-year budget update.

Note: The Board discussed the up-coming Board Election being held on May 3, 2016.

IV. 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 2:10 p.m.

Respectfully Submitted,


Beth Courrau, Secretary