

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on July 21, 2016 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Taylor Director Strom Director Schwab Director Bush
Manager:	Jessie J. Shaffer
Asst. Manager:	Randy Gillette
Attorney:	Erin Smith
Secretary:	Marsha Howland
Visitors:	Uli Keely - John Cutler & Associates Robert Evans - Our Community News

I. Call to Order:

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

II. Reading of the Minutes: Copies of the June 9, 2016 and June 17, 2016 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved, duly seconded, and unanimously passed that the meeting minutes be approved.

Motion: Upon motion by President Taylor, and seconded by Director Bush the Board unanimously voted to excuse Director Schwab from the June 17, 2016 Special Meeting.

Motion: Upon motion by President Taylor, and seconded by Director Bush the Board unanimously voted to excuse Director Wyss from today's Board Meeting.

III. New Business:

A. 2015 Financial Audit Presentation - Uli Keely: Uli Keeley from John Cutler and Associates presented the 2015 WWSD annual audit. Keeley stated that the audit went well, and thanked Shaffer and Howland for providing all the documents needed for the audit. Keeley reported that the statement of net position shows the ending balance to be \$46,675,526, which is an increase from 2014 of \$3,871,812. Keeley stated that WWSD is in a solid financial status. The Board thanked Keeley for her presentation and work on the audit. Shaffer stated that he submitted the audit to UMB Bank and Trust as per WWSD's bond requirements.

Motion: Upon motion by Director Strom, and seconded by Director Schwab the Board unanimously voted to approve the 2015 WWSD financial audit.

B. Consider Request from Colorado Division of Wildlife: Shaffer stated that he received a request from the Colorado Division of Wildlife regarding Calhan Reservoir. The Colorado Division of Wildlife would like to use the Calhan Reservoir as a fishery, and asked if the Board would be open to the request. Shaffer stated that if the Board would like to consider this request, he would need an agreement signed by the JV Ranch, who leases the property before moving forward with the Division of Wildlife. Shaffer stated that the Calhan Reservoir is not open to the public, which is one of the reasons the Division of Wildlife wants to use it for a fishery. The fish would have a better chance of growing and multiplying. The Board discussed the impact this request would have on the ranch. Shaffer stated that he told the Division of Wildlife that there would not be any guarantees on the water quality or the elevation of the reservoir. The Board directed Shaffer to contact the lessee of the ranch with a letter of agreement. If the lessee agrees, Shaffer will contact the Division of Wildlife and form a draft letter of terms. The Board will make a final consideration of this request next month.

C. Consider Proposal to Perform Peer Review: Shaffer stated that FEI Engineers submitted a proposal for a reuse peer review project, (a copy of which is attached hereto). Shaffer reported that FEI has teamed up with a reuse expert, and would like to review the reuse plans that were prepared by Tetra Tech and Forsgren Associates. The review would identify any treatment deficiencies in the plans, and also determine if the proposed plans meet the Colorado Department of Public Health and Environment regulations. Finally, FEI would develop a recommendation to the District for the reuse project. Shaffer stated that he thinks the peer review would help guide WWSD to obtain the District standard for the reuse project. The Board discussed the cost of the review, which is \$21,000, to decide if the cost is worth the answers they would receive. Shaffer stated that he would recommend the review to the Board.

Motion: Upon motion by President Taylor, and seconded by Director Schwab the Board unanimously voted to approve the FEI Engineers Peer Review, and authorized District Manager Jessie Shaffer to sign the agreement.

IV. **Old Business:** None.

V. **Financial Report:** President Taylor stated that he has reviewed the financial statements, and does not have any changes. It was moved, seconded and unanimously passed that the financial reports be accepted.

- VI. **Public Discussion:** None.
- VII. **Joint Use Committee Report:** Strom reported that the JUC approved a construction change order from Tetra Tech in the amount of \$23,085. The change order was due to the flood zoning areas. Strom stated that construction is on schedule at the wastewater plant.
- VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer stated that the ranch seeding operation is in full swing. Shaffer stated that the new sprinkler system is working well. Gillette stated that a new culvert has been installed at Duck Road. Gillette stated that the Chilcott Ditch Co. will probably run water through the ditch into October, 2016. The Board discussed dates to go down and tour the Chilcott Ditch. Gillette will schedule a tour in August, 2016. Gillette reported that WWSD is going to wait until next year to either repair or replace the siphon. The next Chilcott Ditch Co. Board Meeting will be held on September 6, 2016.
- IX. **Manager's Report:** Shaffer reviewed the manager's report dated July 21, 2016, a copy of which is attached hereto.
- A. **Collaborative Organizations / Opportunities:**
- i. PPRWA: None.
- B. **Operations: Randy Gillette**
- i. **Water Report:** Gillette reported that the unaccounted water is at 7% for the year. Gillette stated that WWSD has a construction team working on the Monument Creek exchange, due to the collection site being clogged with sand. The cleanout should be completed by the end of next week.
- ii. **Sewer Report:** Gillette reported that the sewer line cleaning project is almost completed for this year.
- C. **District Construction/Planning Projects:**
- i. **T&O Study:** Shaffer stated that WWSD will start the testing part of the study next week. The testing process will run through October, 2016.
- ii. **Lake Aeration System Installation:** Shaffer reported that the WWSD will start the lake aeration system installation this fall.
- iii. **2016 Well Equipment Failures:** Shaffer reported that WWSD has had four wells go down this year. Shaffer stated that he budgeted for two well failures, and will have to readjust his numbers in the mid-year budget.

D. WWSD Subdivision/Development Status Update:

- i. Ponderosa/Bald Mountain Estates Draft Initial Findings Presentation: Shaffer prepared a power point presentation for the Ponderosa/Bald Mountain Estates. The Board watched the presentation. The draft presentation will give the Ponderosa/Bald Mountain Estates an idea of the cost and issues involved for either inclusion or extraterritorial services. Shaffer stated that he will present the draft to the Ponderosa/Bald Mountain Estates next week, and will have more information for the Board in the next few months.

E. Other Topics:


- i. Express Bill Pay System Integration: Howland reported that the front office staff has completed the training provided by Caselle. Training for the Xpress Bill Pay will be completed by the end of the month. Howland stated that WWSD should be able to go live with the on-line payment process by the first of August, 2016. Howland stated that a flyer promoting the new online process will be included with the July, 2016 billing.
- ii. Challenges Water Providers Face with Difficult Leaks: Director Bush asked if WWSD had procedures in place to deal with the public and press in case of a major water leak or issue. Shaffer stated that WWSD does have procedures in place, but not a formal policy to handle difficult issues. Shaffer stated that he hired a consultant back in 2011, to train both the Board and staff on how to manage the press. Shaffer stated that all press inquiries are referred directly to him. Shaffer stated that he tries to always answer the press questions in an email format, to be clear of his answers. Shaffer stated that he involves the Board Members if more action is required.
- iii. Sod Establishment Permits & Watering Restrictions: Shaffer reviewed WWSD's water restriction policy. Shaffer stated that WWSD does issue permits to both residential and commercial customers who have planted new grass seed or sod that allows them to water frequently. Shaffer stated that Village Center Filing 4 has acquired the permits necessary for the sod they are placing in this development.
- iv. Mid-Year Budget Update: Shaffer stated that he will be presenting the mid-year budget to the Board next month.

X. Special Reports & Subjects:

- i. Engineer's Report: None
- ii. Attorney's Report: None.
- iii. WIA Meeting Report: Bush reported that WIA will be replacing their main water line.

XI. 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 3:11 p.m.

Respectfully Submitted,



Tommy Schwab, Secretary