

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on November 9, 2017 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:                    Director Taylor  
                                  Director Wyss  
                                  Director Strom  
                                  Director Bush

Manager:                    Jessie J. Shaffer  
Assistant Manager:        Randy Gillette

Attorney:                   Erin Smith

Secretary:                 Marsha Howland

Visitors:                   James Howald - Our Community News  
                                  Rick Giardina - Raftelis Financial Consultants, Inc.  
                                  Rob Wadsworth - Raftelis Financial Consultants, Inc.  
                                  Patrick Dewitte - Woodmoor Resident

- I. **Call to Order:** President Taylor called the meeting to order at 1:00 p.m.
  
- II. **Reading of the Minutes:** Copies of the October 12, 2017 and October 18, 2017 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.
  
- III. **New Business:**
  - A. **2018 Preliminary Rates Discussion, Renewable Water Investment Fee, & Cost of Service Analysis:** Shaffer stated that Rick Giardina and Rob Wadsworth from Raftelis Financial Consultants prepared the 2018 water and sewer financial planning rate study for the Board, a copy of which is attached hereto. Wadsworth went through the rate study with the Board. Due to the growth in Woodmoor, the study shows that there is not a need to increase rates for water and sewer usage in 2018. The renewable water investment fee will be lowered to \$41.00 per month. The water tap fee

will remain the same and the sewer tap fee will increase by 2.95%. The non-potable irrigation rate will increase 12%. The Board thanked Giardina and Wadsworth for all their work on the rate study and model.

**B. Public Hearing on 2018 Budget:** President Taylor opened the Public Hearing on the 2018 Budget at 2:02 p.m.

(i) **Presentation of Proposed 2018 Budget:** Shaffer stated that he made the changes to the second draft 2018 budget that the Board requested during the budget workshop. Shaffer went over each line item that changed from the first draft budget with the Board.

(ii) **Board Questions:** None.

(iii) **Public Comment:** None.

**IV. Old Business:** None.

**V. Financial Report:** Director Wyss stated that he has reviewed the financial statements, comparing the actual numbers to the budgeted numbers for the year-end. Wyss stated that revenues are over the budgeted amount, primarily due to tap fees, and expenses are under budget. It was moved, seconded and unanimously passed that the financial reports be accepted.

**VI. Public Discussion:** None.

**VII. Joint Use Committee Report:** None.

VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer stated that the Chilcott Ditch Company's annual stockholder meeting will be held on December 12, 2017 with the 4th quarter Director's meeting to follow. Gillette stated that the new siphon is working well, and operations at the ditch are winding down for the season.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated November 9, 2017 a copy of which is attached hereto.

**A. Collaborative Organizations / Opportunities:**

- i. PPRWA: None.

**B. Operations**

- i. Water Report: Gillette stated that the water system is running smoothly. Gillette reported that Well 11 is down.
- ii. Sewer Report: None.

**C. District Construction/Planning Projects:**

- i. Lake Woodmoor Boat Ramp. Shaffer stated that he is happy to report that the Lake Woodmoor boat ramp has been completed.
- ii. SFP Ozone Wrap Up: Shaffer reported that almost all of the leased ozone equipment has been returned to the vendors. Shaffer stated that WWSD will need twice the amount of equipment that was used for the test, to actually run the ozone system. Shaffer stated that he is waiting for Tetra Tech's summary report and recommendations regarding the ozone project. Shaffer stated that the report will provide WWSD with the details needed to make a decision on either moving forward with the project or deleting it.
- iii. Well 21: Shaffer stated that Bishop-Brogden Associates are moving forward with the bidding documents for Well 21. Shaffer stated that he hopes to have a drilling contract in place by the end of the year.
- iv. Monument Hill road Utility Re-locates: Shaffer stated that WWSD's engineer has been working on the design and alignment for this project, and it is moving along

nicely. Shaffer stated that AE Com is the County's engineering company, and they are looking to start construction in March, 2018.

**D. WWSD Subdivision/Development Status Update: None.**

**E. Other Topics:**

- i. Sherwood Glen Main Break: Shaffer stated that WWSD had a water main break on Sherwood Glen that caused some damage to a resident's home and landscaping. Shaffer stated that a claim has been turned over to the District's insurance.

**X. Special Reports & Subjects:**

- i. Engineer's Report: None
- ii. Attorney's Report: Smith stated that she will have a Resolution for the 2018 Budget, and one for the 2018 Rate Increase for the Board's consideration at the December Board Meeting. Smith stated that 2018 will be an election year for the WWSD Board. Smith stated that Director's Strom, Schwab, and Taylor's terms are up.
- iii. WIA Meeting Report: Bush reported that WIA will not increase their dues for 2018. Bush reported that WIA committed just under \$45,000 to the Safe Route to School Trail project.

**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 Joint Use Agreement, and a potential land lease with JUWI. Session commenced at 2:43 p.m. The Board returned to Regular Session at 3:07 p.m.

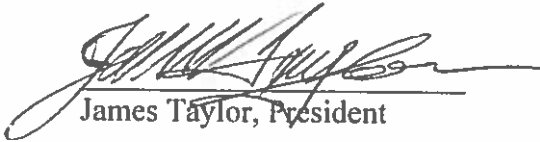
**Motion:** Upon motion by Director Bush, and seconded by Director Wyss the Board unanimously voted to excuse Director Schwab from the Board Meeting.

**XII. Employee Recognition:** Shaffer stated that in the budget there is a designated amount set aside for employee recognition. Shaffer asked the Board if they would be willing to support an employee recognition program again this year. The Board supported Shaffer's ideas for the program.

**XIII. 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.

**Record of November 9, 2017 Board Meeting**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "James Taylor", written over a horizontal line. The signature is cursive and extends to the right of the line.

James Taylor, President