

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on January 12, 2017 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Taylor Director Strom Director Schwab Director Bush
Manager:	Jessie J. Shaffer
Assistant Manager:	Randy Gillette
Attorney:	Erin Smith
Secretary:	Marsha Howland
Visitors:	Greg Nagel - Woodmoor Village, LLC James Howald - Our Community News

- I. **Call to Order:** President Taylor called the meeting to order at 1:03 p.m.

- II. **Reading of the Minutes:** Copies of the December 8, 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 with one spelling correction made.

- III. **New Business:** None.

- IV. **Old Business:**
 - A. **Consider Approval of Supplemental Water Service Agreement with Woodmoor Village, LLC and Authorize President to Sign:** Shaffer stated that Woodmoor Village had requested a supplemental water usage and service agreement, and presented the Board with the final agreement, a copy of which is attached hereto. Shaffer stated that Mr. Nagel used a methodology different from WWSD's standard demand table, which will result in WWSD placing a covenant on the property. Shaffer stated that he needed to add the legal description of the property with the agreement before the document is signed.

Motion: Upon motion by President Bush, and seconded by Director Schwab the Board unanimously voted to approve the supplemental water usage and service agreement between Woodmoor Water & Sanitation District No. 1 and Woodmoor Village, LLC and authorized President Taylor to sign the agreement.

- V. **Financial Report:** Howland stated that the financial reports will be in draft form until the 2016 audit has been approved. Shaffer stated that 2016 was a good year for WWSO revenues with the new developments in the District. Director Schwab 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:** Director Strom stated that the Town of Monument continues to have a problem with radium levels at their Well 9, which has been shut down. Strom stated that Monument is working on the issue. Strom reported that Monument is considering using a chemical treatment product to lower the radium levels, but this product could have by-products in it that could cause a potential problem when the water reaches the wastewater plant. Strom stated that the JUC is monitoring the problem closely. Strom stated that the new phosphorous plant is running and staff is testing the discharge levels. Strom stated that Jim Kendrick reported that the EPA is showing interest in reuse program regulations.
- VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer stated that the operating season for the Chilcott Ditch is March through November. Shaffer stated that right now is the downtime for the ditch and they are trying to complete projects needed before the next season starts. Shaffer stated that he is working on securing a loan with CWCB for the new siphon at the ditch. Shaffer stated that he will attend the CWCB Board Meeting on January 23rd to answer any questions they may have concerning the loan. Shaffer reported that bids for the siphon project will open on January 20, 2017.
- IX. **Manager's Report:** Shaffer reviewed the manager's report dated January 12, 2017 a copy of which is attached hereto.
- A. **Collaborative Organizations / Opportunities:**
- i. PPRWA:
- a. Zone 3 Preliminary Engineering Study: Shaffer stated that that Zone 3 preliminary engineering study has been completed. Shaffer reported that an overview of the study will be presented to the Board next month.

- b. **Coordinated Water & Land Use Planning:** Shaffer stated that last year there was a Bill that was run but did not pass. The Bill was aimed at mandating water and land use planning. Shaffer stated that this was a concern not only for WWSD but also El Paso County, not wanting to be told how to conduct their land and water use planning. Shaffer stated that El Paso County approached the PPRWA, offering members the opportunity to participate in an exercise to come up with a master water plan. The water plan would allow participants to team up and work out planning projects more efficiently. The Board agreed with the concept, and directed Shaffer to participate.

B. Operations:

- i. **Water Report:** Gillette reported that the unaccounted water percentage was 6% for 2016. Gillette stated that the monthly unaccounted water percentages are regulated by the meter reading dates, which vary every month. Gillette stated that WWSD had two main breaks in December. Gillette stated that the operations staff had to work in extremely cold temperatures to make the repairs, and did an excellent job.
- ii. **Sewer Report:** None.

C. District Construction/Planning Projects:

- i. **The Ranch Agricultural Equipment Storage Building Construction Process:** Shaffer stated that the construction of the storage building is 90% complete. Shaffer stated that staff was able to move the equipment into the building, and he is very happy with the construction.
- ii. **2017 Long Range Planning Guide Kickoff Meeting:** Shaffer stated that he met with Tetra Tech to start the 2017 long range planning guide. Shaffer reported that the update for the water distribution system renewal and replacement will be upgraded significantly from the 2012 long range plan. The plan will look at total build-out for Woodmoor, and potential inclusions. Director Bush asked if the reuse project will be looked at in the long range plan. Shaffer stated that WWSD is going to work with the Town of Monument this year to start the process of collecting data for treatment options, and it is definitely added into the long range

plan. Shaffer stated that they are anticipating completion of the 2017 long range plan in August, 2017.

D. WWSD Subdivision/Development Status Update:

- i. Misty Acres Filing 4: Shaffer stated Misty Acres Filing 4 and the Dunes at Woodmoor should be receiving conditional acceptance by the end of the month.
- ii. North Bay at Lake Woodmoor (28 Townhouses): Shaffer stated that La Plata is the developer for North Bay at Lake Woodmoor, and is just starting the planning process.

E. Other Topics:

- i. Lodgepole Way Low Pressure: Shaffer stated that Dr. Davis and his wife attended the Board Meeting in November asking for help with their low pressure issues. Shaffer stated that he went to the Davis's home to run some pressure tests. Shaffer stated that the pressure was not bad, but during this time of year, there is not much demand on the system. Shaffer stated that in the summer when the demand is up is when the Davis's lose their water pressure. Shaffer stated that he thinks the solution to this problem is to install a booster pump station at their home. Shaffer presented a drawing of the booster pump and how it will be installed at the home, a copy of which is attached hereto. Shaffer stated that the booster is pressure controlled, and would only come on when the pressure drops below 65 psi, (pounds per square inch). Shaffer stated that he had Olson Plumbing meet him at the Davis's home to see what would be involved to install the equipment. Shaffer stated that the equipment would cost around \$3,500 plus installation. The total cost coming in at around \$7,650. Shaffer stated that the cost will vary for each customer with the low pressure issue. Each home would need an individual evaluation to see what equipment and installation is needed, if any. Shaffer stated that there are probably five homes in the area with low pressure issues. Director Bush stated that the cost is substantially higher than the Board had originally discussed. Bush asked about proposing cost sharing with the customers, stating the District would pay a certain amount and the balance would be up to the home owners. Gillette stated that the customers also need to understand that they would own the equipment and be responsible for any repairs or maintenance. Shaffer stated that a release of indemnification would need to be signed by the homeowners, memorializing their responsibility. Shaffer reported that he has already spoken to the Davis's, and they do not have any concerns

about signing an agreement. The Board decided that the District would pay 75% of the approved individual project cost up to a maximum per home of \$5,000.

X. Special Reports & Subjects:

- i. Engineer's Report: None
- ii. Attorney's Report: None
- iii. WIA Meeting Report: Bush stated that the WIA approved their 2017 budget. Bush reported that there are three positions open for the WIA Board.

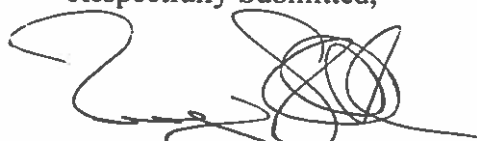
Motion: Upon motion by Director Bush, and seconded by Director Schwab the Board unanimously voted to excuse Director Wyss from this Board Meeting.

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 (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and (2) 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 contract for consulting engineering services with FEI Engineers, Inc.; Session commenced at 2:25 p.m. The Board returned to Regular Session at 2:44 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 2:48 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Tommy Schwab', written over a horizontal line. The signature is stylized and somewhat scribbled.

Tommy Schwab, Secretary