

RECORD OF PROCEEDINGS

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

PRESENT:	Director Taylor Director Strom Director Schwab Director Bush Director Wyss
Manager:	Jessie J. Shaffer
Assistant Manager:	Randy Gillette
Attorney:	Erin Smith
Secretary:	Marsha Howland
Engineer:	Joseph Seed
Visitors:	Will Koger - Forsgren & Associates James Howald - 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 February 9, 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. Consider Rescheduling April Meeting to April 6, 2017: President Taylor stated that he would not be able to attend the April 13, 2017 Board Meeting and would like to change it to April 6, 2017. The Board agreed to move the Board Meeting to April 6, 2017. Director Bush will join the meeting via telephone conferencing.

 - B. Consider Approval of Consulting Services with Resource Based International: Shaffer presented a consulting service contract between WWSD and Resource Based International (RBI) to the Board. Shaffer stated that this is the same contract WWSD has executed with RBI in the past with a few adjustments. Shaffer stated that the compensation to RBI is stated in the contract not to exceed \$75,000.

Motion: Upon motion by Director Wyss, and seconded by Director Schwab the Board unanimously voted to execute the consulting service contract between Woodmoor Water & Sanitation District No. 1 and Resource Based International. The Board authorized President Taylor to sign said contract.

C. Consider Approval of Contract for Consulting Engineering Services for Ozone Demonstration & Testing: Shaffer presented a summary of the bids he received for the ozone testing project. Shaffer introduced Will Koger from Forsgren and Associates who submitted a bid for the project. Shaffer stated that he had interviewed three firms for the project; AE Com, Forsgren & Associates, and Tetra Tech. The project is for a demonstration scale evaluation to see if ozone is the answer to the District's taste and odor issues. Shaffer stated that the District will purchase or lease all the equipment needed for the project, and District staff will operate the system with help from the engineering consultant that is awarded the project. Shaffer reported that the cost proposals for the project include; preliminary engineering services, testing plan, simulated demonstration system modeling, disinfection by-product evaluation and a final report to include preliminary design drawings. Shaffer stated that Forsgren and Tetra Tech's proposals included four months of testing. AE Com's proposal stated that they could complete the testing in three months. Shaffer stated that out of the three bids, Tetra Tech's came in the lowest at \$191,000, with a 10% contingency added to make the total bid \$211,000. Shaffer stated that WWSD already has a contract in place with Tetra Tech, and the District has a working history with them. Shaffer stated that he was very impressed with the AE Com staff that he interviewed for the project and does not have any reservations that they could not complete the project. Shaffer stated that AE Com came in second highest in the bidding. Shaffer stated that Forsgren is a very capable firm, and he knows they would be able to complete the project. Forsgren came in with the highest bid. Shaffer stated that WWSD only budgeted \$150,000 for this project, however, two construction projects budgeted for 2017 are going to be delayed and will not happen in 2017. This delay will easily make up for the increase for the ozone project. Shaffer recommended that the Board consider accepting Tetra Tech's bid for the project, which came in at the lowest price.

Motion: Upon motion by Director Bush, and seconded by Director Schwab the Board unanimously voted to increase the budget for the ozone project from \$150,000 to \$212,000 and authorize District Manager Jessie Shaffer to contact Tetra Tech and start the project.

IV. **Old Business:** None.

V. **Financial Report:** Director Wyss 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.

Note: Shaffer introduced Joseph Seed, WWSD's new District Engineer to the Board. Shaffer stated the Seed's experience is with oil and gas system engineering, which is similar to the water and sewer industry. The Board welcomed Seed to the WWSD's staff.

VII. Joint Use Committee Report: Strom reported that the wastewater plant is running smoothly. Strom stated the JUC is continuing to monitor the radium issues that the Town of Monument is experiencing. Strom asked Will Kroger to enlighten the Board on the work that Forsgren and Associates are doing concerning the radium issues. Kroger stated that his firm has submitted preliminary design plans for piping to the CDPHE, and there will not be any changes to the wastewater plant. Strom stated that Jim Kendrick reported that the EPA is showing interest in reuse program regulations.

VIII. Chilcott Ditch Company / The Ranch Report: Shaffer reported that the loan process for the siphon replacement is complete, and the project is underway. Gillette reported that staff has been working diligently to clean out the debris in the ditch. Gillette stated that the high winds caused a lot of trees to break and fall into the ditch.

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

A. Collaborative Organizations / Opportunities:

- i. PPRWA: Shaffer reported that he had a meeting on the Zone 3 engineering study to talk through the preliminary findings. Shaffer stated that he will schedule a presentation of the study for the Board after the final draft has been completed.

B. Operations:

- i. Water Report: Gillette reported that the unaccounted water percentage was at 15% last month due to some meter issues. Gillette stated that the meter at Well 17 was not working correctly, and staff is working on changing the meter out. Gillette stated that staff is in the process of refilling Lake Woodmoor.

- ii. Sewer Report: Gillette reported that the sewer collection system is running very well.

C. District Construction/Planning Projects:

- i. Ranch Agricultural Equipment Storage Building Construction Progress: Shaffer reported that one item on the construction punch list still needs to be completed, which is a wrinkle in the weather-stripping above the overhead door. Shaffer presented pictures of the building to the Board.

D. WWSD Subdivision/Development Status Update:

- i. Monument Hill Business Park: Shaffer stated that the owner of this property is looking to build some office and warehouse facilities.
- ii. North Shore at Lake Woodmoor: Shaffer stated that North Shore is in the preliminary stages of the development process at El Paso County. This development will be around 28 multi-family townhomes.
- iii. MGP Properties. Shaffer stated that the new owner of the MGP properties is Dan Abeyta who will be meeting with staff concerning this development.

E. Other Topics:

- i. Town of Monument Emergency Interconnection: Shaffer stated that discussions concerning the emergency interconnection with the Town of Monument has been slowed down by the Town of Monument. Shaffer will have more information in the next few months.

X. Special Reports & Subjects:

- i. Engineer's Report: None
- ii. Attorney's Report: None

- iii. WIA Meeting Report: Bush stated that the WIA now has a full Board. Bush stated that the WIA Board received a letter concerning the Southern Delivery System from a Palmer Lake resident. Bush stated that his concerns did not really have anything to do with the Woodmoor Improvement Association.

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 land leasing opportunity. Session commenced at 2:26 p.m. The Board returned to Regular Session at 3:10 p.m.

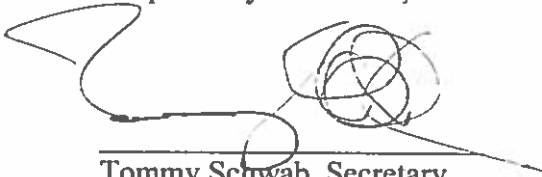
Note: The Board directed Shaffer regarding a leasing opportunity at the ranch.

Motion: Upon motion by Director Bush, and seconded by Director Schwab the Board unanimously voted to authorize District Manager Jessie Shaffer and legal counsel to develop a letter of intent to lease property to Juwi for not less than \$130.00 per acre, with a not less than 1% escalator clause. The Board also authorized Jessie Shaffer and legal counsel to negotiate an amendment with the current lessee that will give Woodmoor Water & Sanitation District No 1 the ability to form a lease with Juwi. Both the letter of intent and amendment to the current lease is subject to ratifications at the next Board Meeting.

- 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 3:12 p.m.

Record of Board Meeting 3-9-17

Respectfully Submitted,

A handwritten signature in black ink, consisting of a large, stylized initial 'T' followed by a circular scribble and a long horizontal line extending to the right.

Tommy Schwab, Secretary