

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on April 6, 2017 at the Woodmoor Water and Sanitation District No. 1 office.

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| PRESENT: | Director Taylor Director Strom Director Schwab Director Wyss Director Bush (Conference Call) |
| Manager: | Jessie J. Shaffer |
| Assistant Manager: | Randy Gillette |
| Attorney: | Erin Smith |
| Secretary: | Marsha Howland |
| Visitors: | 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 March 6, 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. Lake Woodmoor Development, Inc. Tap Transfer Request: Shaffer reviewed a letter he received from Thomas Taylor, a copy of which is attached hereto, requesting a transfer of water and sewer taps. Shaffer stated that La Plata has 39 pre-paid multi-family taps designated for the Cove. La Plata is requesting a transfer of these taps to the Dunes at Woodmoor for single family homes. The conversion for the water taps from multi-homes to single family homes would equal 29.25 water taps. The sewer taps would remain at 39. This request will be discussed in Executive Session.

 - B. Consider Investment Management Service Fee Increase with Integrity Bank and Trust: Shaffer stated that the District has had a long-standing relationship with Integrity Bank & Trust to manage some of the District's investments. Shaffer stated that he has met with Jason Akridge, WWSD's new fund's manager at Integrity, to review the District's current investment plan and new investment strategies for the future. Shaffer reported that a large portion of the District investments is with Integrity's CDAR's program, which has worked well in the past. Shaffer stated that with the

economy shifting, investment strategies are changing. Shaffer reported that after meeting with Akridge, he would like to reinvest the CDAR funds into US Treasury and agency securities. Shaffer reported that for the last eight years Integrity Bank & Trust has not charged WWSD any form of management fees, but with the new changes, WWSD will now be charged 15 basis points on the total amount invested annually. Shaffer stated that the fee will be around \$1,500 a month at this time. Shaffer stated that this fee is standard among financial agencies.

Motion: Upon motion by Director Strom, and seconded by Director Schwab the Board authorized District Manager, Jessie Shaffer to execute the fee structure with Integrity Bank & Trust. Director Wyss did not participate in the vote, due to his position with Integrity Bank & Trust.

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.

VII. **Joint Use Committee Report:** Strom reported that Allen Miller a long time resident of Monument passed away. Strom stated that the wastewater plant is running extremely well. Strom reported the phosphorus removal process is now at .5 milligrams per liter.

VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer reported that the siphon replacement project is moving forward as the weather allows. Shaffer stated that the target date for completion of the siphon has not changed. Gillette stated that cleanup of the Chilcott Ditch is coming along nicely.

IX. Manager's Report: Shaffer reviewed the manager's report dated April 6, 2017 a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

- i. PPRWA: None.

B. Operations

- i. Water Report: Gillette reported that the unaccounted water percentage was at 4%. Gillette stated that he made an operational change in the distribution system by shutting down a section of water line that runs across Highway 105. Gillette stated that if the unaccounted water percentage stays low with this section closed down, he will look into relocating that water line. Gillette stated that staff is continuing to fill Lake Woodmoor. Gillette reported that he plans to shut the wells off at the end of April.
- 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 he is in the process of advertising for releasing the contractor's retainage on that project per Colorado Statutes.
- ii. Taste and Odor Project Kick Off: Shaffer stated that the taste and odor project meeting went well. Shaffer reported that the Tetra Tech's project team toured the plant to confirm items needed for the project. Shaffer stated that testing should begin in July, 2017.
- iii. 2017 Long Range Planning Guide Update: Shaffer stated that staff is currently collecting data for BB&A and Tetra Tech for their long range plan analysis. Shaffer will keep the Board updated as that project moves forward.

D. WWSD Subdivision/Development Status Update: None.

E. Other Topics: None.

X. Special Reports & Subjects:

- i. Engineer's Report: None
- ii. Attorney's Report: None
- iii. WIA Meeting Report: Bush stated that C Dot will be working along Highway 105 to Lake Woodmoor.

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, a potential land lease with JUWI Inc., renegotiation of existing leases, and a tap transfer request from Lake Woodmoor Development. Session commenced at 1:45 p.m. The Board returned to Regular Session at 3:23 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 3:24 p.m.

Record of Board Meeting 4-6-17

Respectfully Submitted,



Tommy Schwab, Secretary