

## **RECORD OF PROCEEDINGS**

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on September 10, 2018 at the Woodmoor Water and Sanitation District No. 1 office.

Present:	Director Taylor Director Wyss Director Bush Director Roddam
Manager:	Jessie J. Shaffer
Assistant Manager:	Randy Gillette
Attorney:	Erin Smith
Secretary:	Marsha Howland
Engineer:	Ariel Hacker
Visitors:	James Howald - Our Community News Chad Alevras - Gregory & Associates / Lincoln Financial Advisor

I. **Call to Order:** President Taylor called the meeting to order at 1:00 p.m.

II. **Reading of the Minutes:** Copies of the August 13, 2018 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 Director Bush, and seconded by Director Wyss the Board unanimously voted to excuse Director Hanson from the Board Meeting.

### **III. New Business:**

**A. Consider Resolution 18-06 Adopting the Amended and Restated Deferred Compensation Plan and Trust Agreement Effective January 1, 2018:** Shaffer asked the Board to consider adopting Resolution 18-06 which amends the deferred compensation plan and trust agreement. Shaffer reported that this document is needed to change the 457 (b) platform with Lincoln Financial. Chad Alevras, WWSD's Lincoln Financial advisor, stated that WWSD staff was unable to locate the original plan document from the early 1990 time frame, so the new amended document was prepared. Chad Alevras stated that the new platform will lower expenses for the participants. Alevras stated that Lincoln Financial will handle the administrative duties for the plan to make sure it stays in compliance with IRS rules and regulations. Alevras stated that it will take approximately five weeks for Lincoln Financial to update this document to their administrative standards, at which time he will bring the new document back to the Board for consideration. Shaffer stated that the new platform will not affect retired employees who are now drawing from their 457 (b) retirement fund. Alevras stated that his office will contact the retired employees to inform them of the new platform, in case they want to move any of their funds to the new investments that will be offered. Alevras stated that WWSD's plan assets are close to \$1,000,000 which allows the District to move to the new platform with Lincoln Financial.

**Motion:** Upon motion by Director Wyss, and seconded by Director Roddam the Board unanimously voted to adopt Resolution 18-06 Amending and Restating the District's Deferred Compensation Plan and Trust Agreement effective January 1, 2018.

**B. Monument Hill Road Water and Sewer Replacement Project - Consider Awarding Construction Contract to Double R Excavating Inc.:** Shaffer introduced Ariel Hacker, the District's new Engineer to the Board. Shaffer stated that he asked Hacker to research Double R Excavating, Inc. which came in at the lowest bid for the Monument Hill water and sewer replacement project. Hacker stated that she contacted references for Double R Excavating and they all came back with positive feedback, Shaffer stated that WWSD received four bids for the project ranging from \$662,000 to \$227,585, with Double R Excavating coming in at the lowest bid. Shaffer stated that this amount is lower than the amount budgeted for the project. Shaffer stated that he is confident that Double R Excavating can handle this project. Shaffer asked the Board to consider awarding the project contract to Double R Excavating, Inc. for \$227,585 and authorize the Board President to sign the contract after El Paso County issues their contract award.

**Motion:** Upon motion by Director Bush, and seconded by Director Roddam the Board unanimously voted to award the Monument Hill Road Water and Sewer Replacement project to Double R Excavating, Inc. in the amount of \$227,585 with a 15% change order amount of \$34,137 set aside. The contract will become effective the day after El Paso County awards a contract to their contractors. The Board authorized President Taylor to sign the contract award at that time.

IV. **Old Business:** None.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements and stated that the revenues and expenses are in line with the targeted amounts for August 2018. Director Wyss did 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:** None.

VIII. **Chilcott Ditch Company / The Ranch Report:**

**A. Chilcott Ditch Company Report:** Shaffer reported that operations at the Chilcott Ditch are running smoothly. Shaffer stated that the designs for the embankment project are 30% completed. Shaffer stated that he will review the design when it is 100% complete and hopes to start construction in October 2018.

**B. Ranch Report:** None.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated September 10, 2018 a copy of which is attached hereto.

**A. Collaborative Organizations/Opportunities:**

i. PPRWA: None.

**B. Operations Update:**

i. Water Report: Gillette stated that the accounted water percent is at 98% for August 2018. Director Bush asked if Gillette knew what caused the high percentages of unaccounted water back in March and April. Gillette stated that staff gets their numbers from the production

meters, and then the non-potable water is deducted from that amount. Gillette stated that the non-potable number was being deducted twice. Once the error was determined and corrected, the unaccounted water percentage went back to a normal status. Shaffer stated that the billing invoices going out were correct. Bush also stated that WWSD has pumped around 50 million gallons of water more this year compared to last year and was wondering if that was normal. Shaffer stated that this has been a hot and dry summer which make demands go up. Also, with the new growth in the District, the number is not surprising. Gillette stated that WWSD will go back on well water next week. Gillette stated that to date, staff has not received any taste and odor complaints from residents.

- ii. Sewer Report: Gillette reported that WWSD had a good group of summer hands, and were able to get caught up on all the sewer cleaning and inspections.

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

- i. Well No. 21: Shaffer reported that drilling is in full force at Well 21. Shaffer stated that the status drilling report he received yesterday stated the drilling was at 2,100 feet. The total depth they are drilling to is 2,340 feet. Once they hit total depth they will stop drilling and the well development will start. During this process they will put the casing and screens downhole. Bishop, Brogden & Assoc. will develop the screen section that the contractor will follow. After this process, they will start flushing the well of all the drilling fluids that were used so that water will flow freely in the well. Shaffer stated that the well development process takes about one week to ten days. The site improvements will begin after the well development. Shaffer stated that the site improvement drawings are at about 60% completion. Shaffer reported that he is planning on starting the bidding process for the well site improvement and well house in October 2018. Weather permitting, construction should start late fall.
- ii. Water Renewal and Replacement Project - Scrub Oak Circle: Shaffer stated that the water-line from Scrub Oak Circle and Ox Yoke Way to Harness Way is faulty and needs to be replaced. The area is between 500 and 800 feet.
- iii. Well 21 Transmission Line: Shaffer stated that staff is waiting for the results of the water production test before moving forward with the transmission line. Shaffer will have more inform the Board of the test results as he receives them.

**D. WWSD Subdivision/Development Status Update:**

- i. The Beach at Woodmoor: Shaffer stated that lot grading has started at the Beach. Staff has approved their plans for water and sewer utilities. Dwire Construction still needs to meet with Shaffer for their pre-construction meeting and pay the construction deposit due before authorization will be given for them to start installing utilities.

**E. Other Topics:** None.

**X. Special Reports & Subjects:**

- i. Engineer's Report: None.
- ii. Attorney's Report: None.
- iii. WIA Meeting Report: Director Bush stated that the opposition for the rehab center has lessened. Bush reported that residents living around Hidden Pond do not want to pay for the augmentation, so the pond will remain as is at this time. Bush stated that WIA is continuing to monitor the potential sale of the Walters property. Bush stated that the potential sale is a complex issue, and he will keep the Board informed as things progress.

**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 a potential agreement(s) with Hanna Ranch. Session commenced at 2:17 p.m. The Board returned to Regular Session at 2:47.

- 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.

**Record of September 10, 2018 Board Meeting**

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Brian Bush', with a long horizontal line extending to the right.

Brian Bush, Secretary