

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on February 8, 2018 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Taylor Director Bush Director Strom Director Wyss
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 12:55 p.m.
  
- II. **Reading of the Minutes:** Copies of the January 11, 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.
  
- III. **New Business:**
  - A. **Consider Election Resolution 18-02:** Smith presented Resolution 18-02 to the Board. Smith stated that Resolution 18-02 follows the State statues for the upcoming Election. Smith reported that Resolution 18-02 states that the Woodmoor Improvement Association Community Center known as the "Barn" will be the polling place for the Election. The Resolution also states that applications for absentee ballots may be filed with the Designated Election Officer; Wynter Wells. Smith stated that Resolution 18-02 allows Wynter Wells to cancel the Election if at the close of business on March 6, 2018 there are not more candidates than offices to be filled. Smith asked the Board to adopt Resolution 18-02.

**Motion:** Upon motion by Director Bush, and seconded by Director Wyss the Board unanimously voted to adopt Election Resolution 18-02 for the 2018 Regular District Election.

**B. Consider Lincoln Financial as Plan Administrator for District 457 (b) Retirement Plan:** Shaffer reported that WWSD has a 457 (b) retirement plan in place as part of the employee benefits package. Shaffer stated that Chad Alevras with Gregory and Associates manages the District's 457 (b) retirement plan as far as new sign-ups and year-end reviews of employee plans, and that Lincoln Financial is the District's plan administrator. Shaffer stated that Lincoln Financial, as plan administrator, makes sure the plan is in compliance with State statutes. Shaffer stated that Alevras contacted him and recommended that the Board officially designate an entity as the District's plan administrator for their 457 (b) retirement plan.

**Motion:** Upon motion by Director Wyss, and seconded by Director Bush the Board unanimously voted to designate Lincoln Financial as the District's plan administrator for the 457 (b) retirement plan.

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

IV. **Old Business:** None.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements and due to the winter season, the water usage is under budget. Director Bush questioned the cash on hand statement total. Howland stated she would check the statement and correct any errors. It was moved, seconded and unanimously passed that the financial reports be accepted with the cash on hand error corrected.

VI. **Public Discussion:** None.

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

VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer stated that staff is concerned with the embankment erosion along Fountain Creek. Shaffer stated that the embankment erosion is right next to the augmentation station at the Chilcott Ditch. Shaffer stated that Gillette is investigating the issue. Gillette stated that he met with Matrix Design Group at the site to go over his concerns about the erosion problem. Gillette stated that the Matrix Group is very involved with the issues at Fountain Creek. Gillette stated that the Matrix Group is putting together a proposal with a short-term, an intermediate term, and a permanent term solution to the issues. Gillette stated that there might be some funding available through the Flood Control District for improvements to the embankment. Gillette will have more information for both the Chilcott Ditch and WWSD Boards when he receives the proposals and the funding information.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated February 8, 2018, a copy of which is attached hereto.

**A. Collaborative Organizations / Opportunities:**

- i. PPRWA: None.

**B. Operations**

- i. **Water Report:** Gillette stated that the unaccounted for water is at 14% for January, 2018. Gillette stated that he has been looking at some historical data starting with the year 2000 and moving forward concerning the unaccounted water percentages. Gillette reported that historically the unaccounted water percent during the months of November through February is fairly consistent at a higher percent, and during the summer months when there is a higher demand the unaccounted water percentage gets smaller. Gillette stated that with this information he is not alarmed with the higher unaccounted water percentage for the winter months. Gillette stated that the year-end unaccounted water percent is usually around seven percent, which is acceptable. Gillette stated that the residential meters were replaced in 2006 and probably need to be replaced again as they have reached their life cycle for accurate readings. Gillette stated that President Taylor had requested information about the areas in the District where shear main breaks and service failures happened. Gillette presented three maps of the District highlighting all the breaks since 1990. Gillette stated that the maps will help staff in deciding which areas of the District need actual pipeline replacement. Gillette reported that the maps also indicate that the older areas of the District have more breaks due to the type of pipe used at that time. Gillette stated that he found it interesting that certain streets in the District have more issues than other streets. Gillette wanted to thank Rad Sieranski who handles the District's GIS mapping for his work on this project. Gillette also thanked President Taylor for requesting this information, as it will help with the District's long-term plans for replacing pipeline.

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

- i. **Well 21:** Shaffer stated that staff is moving forward on the drilling contract for the Well 21 project. Shaffer reported that he has submitted a letter to El Paso County for exemption under the County's 1041 permitting requirements since the Well is not expected to produce over 500 acre-feet of water annually, nor should there be any need for upgrades or expansions to the treatment facility. Shaffer stated that he expects a response from El Paso County either agreeing with the exemption or explaining why WWSD would not be exempt and what the next steps would be to obtain a 1041 permit. Shaffer stated that he should hear back from the County in the next few days. Shaffer stated that he has received the project manual from Bishop Brogden & Associates and will start his review of the manual this week. Shaffer stated that he hopes to start advertising for bids on this project in the next few weeks and be able to recommend a bid award at the April Board Meeting.
- ii. **Monument Hill Road Utility Relocates:** Shaffer stated that the project manual for the Monument Hill utility relocate is about 95% complete. Shaffer reported that WWSD is waiting for El Paso County to contact him to start the bidding process.
- iii. **Long Range Plan:** Shaffer stated that there is a draft copy of the long-range plan in the Director's meeting packets. Shaffer asked the Directors to review the document and send him any comments or changes by February 16, 2018.

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

- i. **Northshore at Lake Woodmoor:** Shaffer stated that staff is meeting with the Northshore's design team next week to review their building plans. Shaffer reported that Northshore is planning on building 28 townhouses.
- ii. **Monument Hill Business Center:** Shaffer stated that the planned Monument Hill Business Center will be located at the end of Deer Creek and Monument Hill Rd. Shaffer stated that they are looking to build two shell buildings for office space.

**E. Other Topics:**

- i. Peoples National Bank Transition to Community Banks of Colorado: Shaffer stated that the District has their operating and two savings accounts at Peoples Bank. Shaffer reported that the owners of Peoples Bank sold their interest to Community Banks of Colorado. Shaffer stated that Howland and himself have met with the bank's representatives to review the transition. Shaffer stated that the representatives assured him that there will not be any changes in the bank's services or fee schedules.
- ii. January Newsletter: Shaffer stated that the Pipeline newsletter was mailed out.

**X. Special Reports & Subjects:**

**A. Engineer's Report:** None.

**B. Attorney Report:** Smith gave the Board an update on the upcoming Election. Smith stated that a Call for Nominations was published to run in the Tribune on February 7th and the 21st. Smith stated that the Pipeline directed residents to WWSD's website for Election information. Smith reported that WIA was receptive as far as WWSD using the "Barn" for the polling place and has reserved it at no charge. Smith reported that she will have the contract for the "Barn" at the March Board Meeting, if WWSD holds the Election.

**C. WIA Report:** Bush reported that WIA held their Election. Two Board Members were re-elected and one new Board Member elected. Bush stated that the WIA is revising their plans for expansion, and will have more information next month. Bush reported that WIA plans to breach two of their ponds and file for augmentation plans on the other two ponds. Shaffer stated that he is working with the Woodmoor residents that own ponds.

**XI. 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 2:14 p.m.

**Record of February 8, 2018 Board Meeting**

Respectfully Submitted,

  
James Taylor, President