

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on February 11, 2019 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Taylor Director Bush Director Hanson Director Roddam
Manager:	Jessie J. Shaffer
Assistant Manager:	Randy Gillette
Attorney:	Erin Smith
Secretary:	Marsha Howland
Visitors:	James Howald - Our Community News Holly Williams - County Commissioner District 1

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

II. **Reading of the Minutes:** Copies of the January 14, 2019 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 Adoption of Resolution 19-03 - Amending the Personnel Policies Adopting the 4-10 Schedule: Shaffer presented a red-lined version of the new personnel policy to the Board. Shaffer summarized the changes he made to the policy in regards to the new 4-10 workweek schedule, and other changes he made to bring the personnel policy up to date.

Motion: Upon motion by Director Bush and seconded by Director Hanson the Board unanimously voted to adopt Resolution 19-03 - Amending the Personnel Policies Adopting the 4-10 schedule.

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

B. Consider Execution of the Following Agreements in Support of the Platform Change of Lincoln Alliance:

Plan Document
Recordkeeping Service Agreement
Governmental 457(b) Trust Agreement
Certificate of Authorized Representatives
Morningstar Investment Management, LLC Advisory Services Agreement
Lincoln SelectSolution IRA Agreement

Shaffer presented the above agreements to the Board. Shaffer stated that the District is changing over from their current 457(b) platform to the new Lincoln Alliance 457(b) Platform. Shaffer stated that the above agreements need to be executed by the Board for this changeover. Shaffer summarized the agreements for the Board stating that he also had the District's legal counsel review the agreements. Shaffer stated that he is waiting for one correction to be made on the Lincoln SelectSolution IRA Agreement, but the other five agreements are ready for execution if the Board agrees.

Motion: Upon motion by Director Bush and seconded by Director Hanson the Board unanimously voted to execute the above agreements and authorized President Taylor to sign all the agreements to include the Lincoln SelectSolution IRA Agreement after the correction is made by Lincoln.

IV. **Old Business:** None.

V. **Financial Report:** Director Bush 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:** Shaffer introduced Holly Williams to the Board. Williams is the County Commissioner for District 1 in El Paso County. Williams stated that she wanted to introduce herself to the Board and offer her assistance with any issues that may arise with El Paso County. Williams reported that Shaffer is going to take her on a tour of the facilities and she is anxious to learn about water and sanitation services in the District. The Board thanked Williams for her public service.

VII. Joint Use Committee Report: Taylor reported that Palmer Lake's biochemical oxygen demand was at 81% of their allotment last month. Taylor stated that last year at this time, they were only at 63% of their allotment. Taylor reported that Bill Burks was able to save around \$7,000 on their liability insurance by raising their deductible to \$5,000. Taylor stated that Burks reported that the Joint Use Facilities Agreement contains several errors and needs to be corrected. They are in the process of looking for the original agreement to compare to the one they now have on file to correct the errors.

VIII. Chilcott Ditch Company / The Ranch Report: Gillette reported that the armament project should be completed by February 15, 2019. Shaffer presented pictures of the project to the Board.

IX. Manager's Report: Shaffer reviewed the manager's report dated February 11, 2019 a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

1. PPRWA: None.

B. Operations

- i. **Water Report:** Gillette reported that due to the holidays, the billing meters were read three days earlier than the production meters. This caused the unaccounted water to show an overage of water billed by 5%. The Board discussed different options to read both the production and billing meters simultaneously. Gillette stated that he is looking into some upgrades for the meter reading equipment and will have more information in the next few months. Gillette stated that the District had eight main breaks in January, and already three so far this month. Gillette reported that staff is working on the pumps and motors at the Monument Creek Exchange and that is why Lake Woodmoor's water level is low. Gillette reported that Well 9 is offline at this time.

C. District Construction/Planning Projects:

- i. **Well 21:** Shaffer reported that plans for the well house have been completed, and staff is meeting with JVA on February 13th to hold their pre-bid conference. Shaffer stated that contractors who are interested in bidding on the well house and downhole equipment will attend the conference. Bids will open for the project on February 21st. Shaffer reported that staff is working on plans for the transmission line and he hopes to have that project open for bid by the end of February.

- ii. Monument Hill Road Sewer and Water Line Replacement: Shaffer stated that this project is moving forward and should be complete in the next few weeks.

D. WWSD Subdivision/Development Status Update:

- i. The Beach at Woodmoor: Shaffer reported that contractors are close to completing the water and sewer lines on the north side of this development. Staff is working on reviewing the plan revisions for the south side of the development.
- ii. North Bay at Lake Woodmoor: Staff is working on reviewing the plans for this development at this time.

E. Other Topics: None.

X. Special Reports & Subjects:

- i. Engineer's Report: None
- ii. Attorney's Report: None.
- iii. WIA Meeting Report: Bush reported that the residents trying to purchase the Walter's property are only looking at 100 acres of the 135 acres that the Walters own, but are talking to a developer about the remaining 35 acres. Bush stated that some residents are wanting to purchase lots that are joined to the property they now own, and re-plat their property lines. Bush reported that WIA informed these residents that they would not permit fences to be built across utility easements. Bush reported that if these lots are sold, there would still be another 70 acres that someone would be responsible for, and this seems to be an issue.
Bush reported that WIA held their election, and Lee Hanson remains the Treasurer and he will remain President of the WIA Board.

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 and JUWI, Inc. and Colorado Springs Utilities. Session commenced at 2:17 p.m. The Board returned to Regular Session at 3:35 p.m.

XII. Consider Execution of LOI Extension with JUWI, Inc.:

Motion: Upon motion by Director Bush, and seconded by Director Roddam the Board unanimously voted to authorize President Taylor to sign the Letter of Intent extension with JUWI, Inc. The extension will last until 5-1-19.

XIII. Consider Execution of Lease Amendment with JUWI, Inc. Shaffer will email the lease amendment with JUWI, Inc. to the Board when it is completed.

Motion: Upon motion by Director Bush, and seconded by Director Hanson the Board unanimously voted to authorize President Taylor to sign the lease amendment with JUWI, Inc. after completion and review.

XIV. Adjournment: There being no other business to come before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passes unanimously and the meeting adjourned at 3:37 p.m.

Record of February 11, 2019 Board Meeting

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brian Bush", written over a horizontal line. The signature is stylized and cursive.

Brian Bush, Secretary