

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on January 13, 2020 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Taylor Director Bush Director Wyss Director Hanson Director Roddam
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 December 9th and 12th, 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. Disposal of De Minimis District Office Equipment (computers, e-tablets, old cell phones, etc.): Shaffer reported that the District replaced office equipment such as computers, cell phones and tablets last year and asked the Board for authorization to either sell or donate the old equipment. Shaffer stated that the computer hard drives will be either wiped clean or destroyed.

Motion: Upon motion by Director Wyss, and seconded by Director Hanson, the Board unanimously voted to authorize District Manager Jessie Shaffer to either sell, donate, recycle or destroy de minimis District office equipment.

- V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements, and does not have any changes. Wyss reported that revenues and expenses for the year stayed on target and it was a good year for the District. It was moved, seconded and unanimously passed that the financial reports be accepted.
- VI. **Public Discussion:** None.
- VII. **Joint Use Committee Report:** Director Hanson stated the JUC held their Christmas party and annual year-end meeting last month. Hanson stated that the meeting was straight forward and he did not have anything new to report to the Board.
- VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer reported that the Chilcott Ditch Co. and the ranch are shut down for the season. Shaffer stated that staff will start cleaning debris out of the ditch in March.
- IX. **Manager's Report:** Shaffer reviewed the manager's report dated January 13, 2020 a copy of which is attached hereto.
- A. **Collaborative Organizations / Opportunities:**
1. PPRWA: None.
- B. **Operations**
- i. **Water Report:** Gillette reported that the unaccounted water percent for December was at 17% which is consistent with last year in December. Gillette stated that the unaccounted water for the year averaged at 7%. President Taylor suggested that Gillette add a rolling average of unaccounted water to his report. Gillette reported that the District had 45 water main breaks in 2019. Gillette reported that he is working on a plan for water line replacements in the District.

C. District Construction/Planning Projects:

- i. **Well 21 Site Work and Transmission Pipeline:** Shaffer reported that the site work at Well 21 is close to completion, and he will start working on the punch list with the contractors this week. Shaffer stated that he is holding a pre-construction meeting tomorrow for the Well 21 transmission line. Shaffer will present the Notice to Proceed at that meeting. Shaffer stated that the pipeline should be in operation in May 2020.
- ii. **Lake Woodmoor Driveway Loop:** Shaffer stated that the road work for the Lake Woodmoor Driveway Loop is approximately 90% complete. Shaffer stated that weather conditions have been an issue with the fencing for the project.
- iii. **Scrub Oak Circle Water Line Replacement:** Shaffer stated that this project is close to being complete, and contractors are tying in the water lines today. Shaffer stated that the asphalt work will also be completed soon, weather permitting.

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:** Director Bush reported that WIA held their annual meeting on December 27, 2019 and the re-organization meeting on December 29, 2019. Bush reported that a project for re-zoning sides both sides Jackson Creek Parkway for commercial and residential lots is pending.

XI. Executive Session: The Executive Session was scratched from the agenda.

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 1:33 p.m.

Note: The Board had a short discussion about the Colorado Supplemental Water Regulations after adjournment. The Board Meeting was adjourned at 1:39 p.m.

Record of January 13, 2020 Board Meeting

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'B. Bush', written over a horizontal line. The signature is stylized and cursive.

Brian Bush, Secretary