

## **RECORD OF PROCEEDINGS**

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

PRESENT: Director Bush  
Director Wyss  
Director Roddam  
Director Clewe

Manager: Jessie J. Shaffer

Operations: Gary Potter

Attorney: Erin Smith

Secretary: Marsha Howland

Visitors: James Howald - Our Community News  
Richard Hood – JVA Consulting Engineers  
Josh McGibbon – JVA Consulting Engineers

- I. **Call to Order:** Director Bush called the meeting to order at 12:55 p.m.
  
- II. **Reading of the Minutes:** Copies of the June 8, 2020 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 Executing SWS Agreement w/PT Cloverleaf & Associated Water Transfer Agreement from WOSC, LLC to PT Cloverleaf: Shaffer stated that he has two agreements linked together for the Board to consider. Shaffer reported that several months ago WOSC, LLC and Pro Terra Properties purchased approximately 133 acres of the Walters property. Shaffer stated that last November Pro Terra requested a water supplemental water agreement. At that time, the Board directed Shaffer to move forward on the agreement and bring it back to the Board for consideration when it was complete. Shaffer reported that Pro Terra is planning on developing 150 single-family homes on land that does not have water service. WOSC is agreeing to quitclaim the water service they have allocated to them to Pro Terra. The water service is calculated at 3.0444 acre-feet. Shaffer stated that Pro Terra will need approximately another 50.337 acre-feet to complete their development. Shaffer stated that for this agreement Pro Terra would pay \$40,702 which is their option payment calculated as 6/12 for the remainder of the calendar year. If Pro Terra wishes to

continue, their option payment will be due by January 30 each subsequent year. Shaffer stated that the option payment is based on the District's current supplemental water service rate. President Bush asked the Board if they approved the water transfer agreement between the Woodmoor Open Space Committee and PT Cloverleaf (Pro Terra) and the supplemental water agreement with PT Cloverleaf. Director Roddam asked if the District had enough water to service this area. Shaffer answered that with the District's current water sources and renewable water supply the District has enough water to service the development. Director Wyss asked if staff has had any negative comments from the Woodmoor community. Shaffer stated that he has not received any comments. Bush stated that Woodmoor Improvement Association has received one or two negative comments concerning the development.

**Motion:** Upon motion by Director Clewe, and seconded by Director Roddam, the Board unanimously voted to approve the agreement between WOSC, LLC and Pro Terra Properties, LLC.

**Motion:** Upon motion by Director Clewe, and seconded by Director Roddam, the Board unanimously voted to execute the supplemental water usage and service agreement between Woodmoor Water & Sanitation District No. 1 and PT Cloverleaf, LLC. The Board authorized President Bush to sign the agreement.

B. Jon Mills Inclusion Request Presentation & Analysis: Shaffer stated to move forward with the inclusion process for this request; the Board needs to set a date for a Public Hearing. Shaffer stated that staff has been working on an analysis for the Board and will present it at the Public Hearing. Smith explained the process for inclusion. When a petition is received by the District the Board accepts the request and sets a date for a Public Hearing. Smith stated that at the hearing the Board has an opportunity to review the analysis staff has prepared. The analysis will provide information to the Board to decide whether or not the inclusion serves a purpose to the District. Smith stated that the hearing is open to the public, and residents attending can state their objections, if they have any. Smith reported that she will prepare a Resolution for the Board to accept the inclusion, if the Board makes that decision. The Resolution is then filed with the District Court. If the Court accepts the Resolution, they will issue a decree including that property which will be filed with the Clerk and Recorder.

C. Schedule Public Hearing for the Jon Mills Inclusion: President Bush recommended that the Board set the Public Hearing on August 10, 2020 during their regularly scheduled Board Meeting. The Board agreed. Smith reminded the Board not to discuss this petition until the hearing.

D. CWTP/Lake Pump Station Update and Discussion (Josh McGibbon/Richard Hood – JVA Engineering): Shaffer stated that JVA prepared a technical memo for the Board which was included in their packets, a copy of which is attached hereto. Shaffer reported that McGibbon and Hood will discuss three options with alternatives for the lake pump station improvement. Shaffer stated that he needs the Board's direction on which option they prefer to move forward with the project. Hood presented the three options. Option 1: Improve the existing pump station. Option 2: New pump station below the dam. Option 2A: Replace existing lake outlet pipe. Option 2B:

New mid-level outlet pipe. Option 2C: New pipe from existing wetwell to new pump station. Option 3: New pump station and new pipeline west of Lake Woodmoor. The Board discussed the advantages, disadvantages, and the cost of each option. McGibbon stated that with Option 2A they would also build an intake tower that would help with water quality issues, if they would arise. The tower would cost approximately \$900,000. The Board discussed the advantages of the intake tower. McGibbon stated that he cannot guarantee that the tower would solve water quality issues. McGibbon stated that JVA recommends Option 2A. Shaffer also stated that he would recommend Option 2A. The Board directed Shaffer to move forward with Option 2A, and they will make a decision regarding the tower when JVA can provide the final design and cost.

E. COVID-19: Shaffer stated that last month the Board directed staff to continue waiving late fees and disconnection of services. Shaffer stated that as of today we have 17 customers in arrears: two at six months, eight at five months, and seven at four months. Shaffer reported that the District's standard policy is that when a customer reaches 90 days in arrears, they receive a letter stating the amount and date they have to pay to avoid disconnection of services. Shaffer asked the Board if they want to go back to the standard policy, or do they want to continue waiving late fees and disconnections. The Board recommended sending a letter to the customers over four months in arrears, offering them the option of contacting staff to make a payment plan to bring their accounts back to current. If the customer does not contact staff for payment options, they will be advised of the standard disconnection date. The Board directed Shaffer to resume the current policy for late fees and disconnection of services, with the exception of those customers on a payment plan.

Shaffer reported that Special Districts have been offered a grant program through the Colorado Department of Local Affairs to help Districts that have experienced financial impacts from COVID-19. Shaffer stated that when staff was on the split shifts due to COVID-19, employees were working approximately 35 hours a week and the District paid for them for 40 hours. Shaffer stated that he applied for the grant money to cover this expense. The expense was around \$23,000 to the District. Shaffer stated that he does not know if there will be any strings attached to the grant money. Smith recommended moving forward with the grant process at this time, and if there are strings attached that the Board does not agree with, they could stop the process. The Board agreed.

IV. **Old Business:** None.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements for June 2020 and did not have any changes. Wyss stated that with the upcoming capital improvements, the cash reserve balances will decrease quickly. Wyss stated that the Board needs to budget wisely in the next few years. The Board accepted the June 2020 financial statements.

VI. **Public Discussion:** None.

- VII. Joint Use Committee Report:** Shaffer reported that operations at the wastewater plant are running smoothly. Shaffer stated that the JUC authorized Burk to post his meeting notices on the Tri-Lakes Wastewater Treatment Facility's website. Director Wyss will attend the next JUC meeting due to Director Hanson being unavailable.
- VIII. Chilcott Ditch Company / The Ranch Report:** Potter reported that the Chilcott Ditch is delivering water to the shareholders as requested. Potter stated that they are going to have to remove a large tree from the ditch.
- IX. Manager's Report:** Shaffer reviewed the manager's report dated July 13, 2020, a copy of which is attached hereto.

**A. Collaborative Organizations / Opportunities:**

- i. PPRWA: Shaffer stated that the Bills for Federal Jurisdiction Reduction and Workman's Compensation that they discussed at the last Board Meeting did not pass through. Shaffer stated that Bill SB20-205 does not affect the District due to the amount of sick leave we provide for our employees. Shaffer reported that the PPRWA is on summer break now until October.

**B. Operations**

- i. Water Report: Potter reported that Well 21 is online and operating. Potter stated that their demonstration-scale was approved. Potter reported that the unaccounted water for June was 4% and the annual unaccounted water is at 8%. Potter stated that staff has been having some significant issues at the South Water Filter Plant, and are working long hours to get the issues fixed. Potter stated that he would have more information about the scope and cost of the repairs next month.
- ii. Sewer Report: Potter reported that the District has a customer who dumped 90 barrels of beer down the sewer. This caused a significant increase in the BOD demand numbers. Potter reported that he talked to the customer and told him that this process is not allowed. Shaffer stated that he is going to send them a letter explaining our policy of disposing waste. Shaffer stated that he is waiting to hear from Bill Burks to see how much our cost increased due to the high BOD numbers.

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

- i. Monument Hill Road Sewer Re-Alignment, Temporary Bypass: Shaffer stated that contractors are going to start on the animal crossing this month. Shaffer reported that staff will be involved with the design of the re-alignment and be conducting inspections. C Dot is paying for all the design and construction costs.
- ii. Well 21 Landscaping: Shaffer reported that Hacker is working with the District's landscaper at the Well 21 site. The landscaping will be low maintenance with trees and rocks.

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

- i. Cloverleaf: Shaffer stated that staff has received the first-round rough draft for this development and will be forwarding comments to the developer.

**E. Other Topics:** Shaffer stated that he wanted to give the Board a heads-up that he will be bringing the mid-year budget update and the water renewal and replacement draft to the August Board Meeting.

**X. Special Reports & Subjects:**

A. Attorney's Report: None.

B. WIA: President Bush reported that he thinks WIA has persuaded the WOSC, LLC to put deed restrictions on the land parcels given back to the residents. Bush stated that WIA is pursuing a significant fire line defense line on Woodmoor Drive. Bush stated that he wanted to give Shaffer a heads-up that the residents on Deer Creek Pond might be contacting him about refilling the pond.

**XI. Executive Session:** The executive session was scratched from the agenda.

**Motion:** Upon motion by Director Roddam, and seconded by Director Clewe, the Board unanimously voted to excuse Director Hanson from the Board Meeting.

**XII. Adjournment:** There being no other business before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 3:30 p.m.

**Record of July 13, 2020 Board Meeting**

Respectfully Submitted,

  
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William Clewe, Secretary