

## **RECORD OF PROCEEDINGS**

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on April 12, 2021, at the Woodmoor Improvement Association Barn.

PRESENT:	Director Bush Director Roddam Director Wyss
Manager:	Jessie J. Shaffer
Operations:	Dan LaFontaine
Attorney:	Erin Smith
Secretaries:	Marsha Howland Danielle Hyde
Visitors:	James Howald – Our Community News

- I. **Call to Order:** President Bush called the meeting to order at 1:10 p.m.
  
- II. **Reading of the Minutes:** Copies of the March 8, 2021 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:** None.
  
- IV. **Old Business:**
  - A. Shaffer reported to the Board the increase in cost for the PPRWA/CSU Reuse Study. The reason for the increase is due to some geotechnical work required. The total cost increased from \$100k to \$133k; this will cost the District \$20-22k, instead of \$10k, as previously

reported. The total budgeted for participation in the study was \$30k. There were no objections from the Board.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements for March 2021 and did not have any changes. The Board accepted the March 2021 financial reports.

VI. **Public Discussion:** None.

VII. **Joint Use Committee Report:**

- A. Shaffer reported Burks at Tri-Lakes is finishing up the installation of the phosphorus monitoring equipment which was a budgeted item and is used to save on chemical costs and process control. There was some discussion of the JUC agreement and Shaffer suggested the topic be revisited concerning the \$5k threshold which is the trigger whether a maintenance item is considered a capital expense split into thirds between Woodmoor, Monument Sanitation, and Palmer Lake Sanitation, or into the O&M category which is split by flow and BOD. There was an instance recently where an expense was budgeted as a flow and BOD expense for \$4.9k which would be split by percentages. The vendor then issued an invoice for the shipping cost which increased the cost to over \$5k. The JUC decided to split the cost of flow and BOD, even though technically, based on the agreement, the cost should have been divided into thirds. The issue also brought to light that the \$5k threshold had been set back in 2010 and may need to be increased due to inflation. There must be a unanimous vote amongst all three boards to revise the agreement. The issue will be revisited at the end of the year.
- B. El Paso County is replacing the Arnold Bridge in Monument. WWSD has a pumping station at Monument Creek and Arnold. A portion of the work will be on property belonging to Tri-Lakes of which all the districts own a portion. The county is requesting a permanent easement. An appraiser has been hired to appraise the value of the permanent easement as well as a temporary construction easement. Once the appraisal is completed, the county will have to present it to each district's board.

VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer reported Ranch staff has brought out equipment from storage and is performing maintenance on the equipment. Seeding operations will begin in the next five days and fertilization in two weeks. The Chilcott ditch has been cleaned out and wetting began Thursday, April 8<sup>th</sup>. The first two and a half days water was used up just to wet the ditch and water started to get down to the Ranch as of Sunday, April 11<sup>th</sup>.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated April 12, 2021, a copy of which is attached hereto.

**A. Collaborative Organizations / Opportunities:**

- i. PPRWA: State legislature/lobbyists report has been inactive for wastewater. CSU/Reuse study is underway. The cost of the study has increased as discussed previously.

**B. Operations**

- i. Water & Sewer Reports: LaFontaine reported a few main breaks this winter but less than a typical winter. Sewer operations have been going well. LaFontaine will be redesigning the operations report to make it easier to understand.

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

- i. SFP Substantial Completion – Partial substantial completion certificate was issued on April 12<sup>th</sup>, 2021. The plunger valve is waiting on the dielectric kit to be installed; the kit should arrive this week or next. Testing will then need to be performed; upon successful testing, SFP improvements will be complete.
- ii. CWTP Schedule – WWSD closed on land purchased from the school district on April 7<sup>th</sup>, 2021. The pretreatment building will be placed on the purchased land. The contractor is working on rehabilitating the filters.
- iii. LPS Schedule – The contractor will not be mobilizing on the project until early to mid-August.
- iv. North Tank Painting – Ariel Hacker (District Engineer) has completed the plans and specifications. The next step is to begin advertising for bids. Once bids are in, they will be brought to the Board for selection, hopefully in May or June.
- v. Shaffer and LaFontaine will create a newsletter for the public concerning construction projects and will provide it to the Board for review in May.

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

- i. WOSC Lot Additions and Easements: Shaffer reported that residents will have to go through multiple entities for a permit to build any accessory structure, not just RBD. Residents must start with County Planning, which will review plot plans and development plans and they will ensure the accessory structure will not be built on any platted easements or recorded easements. Once the County approves, then the resident must go to Regional Building, which will then review the plans specifically for compliance with building code. WIA also has covenants that have been long-standing and enforced over the years. With these checks and balances in place, WWSD has decided not to request any special items over their planning.

**E. Other Topics:**

- i. COVID 19: Office remains closed to the public indefinitely. Shaffer is hopeful that WWSD can begin using the conference room once again this summer.
- ii. Shaffer thanked Marsha Howland for her service with the District. She will officially retire today, April 12<sup>th</sup>, 2021. Director Bush also thanked Howland for her dedicated service, as well as Erin Smith, attorney.

**X. Special Reports & Subjects: None.**


**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 the Lake Pump Station aeration system. Session commenced at 1:42 p.m. The Board returned to Regular Session at 1:52 p.m.

**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 1:52 p.m.**

**Record of April 12, 2021 Board Meeting**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "B. Bush", written over a horizontal line.

Brian Bush, President