

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on August 9, 2021, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: President Bush  
Director Clewe  
Director Roddam

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Amy Rines  
Cory Lynch

Visitors: Ariel Hacker - Woodmoor Water District Engineer  
Jim Manire – Hilltop Securities  
Jason Simons – Hilltop Securities  
James Howland – Our Community News  
Daniel Beley

- I. **Call to Order:** President Bush called the meeting to order at 13:02.
  
- II. **Reading of the Minutes:** Copies of the July 12th, 2021, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved by Director Roddam, duly seconded by Director Clewe, and unanimously passed that the meeting minutes be approved.
  
- III. **New Business:**
  - A. Introduction of Cory Lynch, Office Manager
  
  - B. Consideration of filling board vacancy with Daniel Beley.  
  
**Motion:** Upon motion by Director Roddam and seconded by Director Clewe, the Board unanimously voted to accept Daniel Beley as a new Board Director.
  
  - C. The Oath of Office was performed by President Bush, Oath of Office documents signed and notarized.

**D.** Consider Adoption of Resolution 21-04 Consenting to the Adoption of Service Plans for the Monument Junction Metropolitan Districts No.'s 1 & 2. Shaffer explained creating the Districts allows them to put bonds on the open market to fund the infrastructure of the new developments. Monument Junction accepted all changes requested by the Woodmoor Water. It has been clarified that the developer would pay tap fees and would not be providing water or wastewater services. Shaffer provided guidance that all homes would be treated as single family homes and not multi-family homes.

**Motion:** Upon motion by Director Clewe, and seconded by Director Roddam, the Board unanimously voted to accept Resolution 21-04.

**E.** Consider Adoption of Enterprise Water and Wastewater Revenue Refunding Bonds, Series 2021 Resolution 21-05. Shaffer introduced Mr. Manire who provided an overview of the final steps of refinancing the bonds. The legal structure of the current bond will be like 2011. Final payments will be in 2031 instead of 2036. Mr. Manire is requesting the Board to consider the resolution, allowing the District Manager and/or President Bush the ability to make decisions and sign documents within the parameters stated in the resolution.

**Motion:** Upon motion by Director Roddam, and seconded by Director Clewe, the Board unanimously voted to accept Resolution 21-05.

**F.** Consider Awarding Construction Contract for the North tank Painting Project. Shaffer introduced Ms. Hacker who reviewed the Invitation to bid of the two north tanks. Work will be the interior and exterior of the small tank and exterior only of the large tank. Shaffer is asking the Board to consider awarding the contract to Worldwide Industries Corporation along with the alternates. Worldwide was low bidder by \$100,000 due to owning the lead abatement machine. A contingency of \$38,926 which is about 15% of the contract for change orders was presented. In addition, District Manager Shaffer and/or President Bush are to be authorized signers of contracts and change orders.

**Motion:** Request to move forward of this project was presented by President Bush, motioned by Director Clewe, and seconded by Director Roddam

**G.** Mid-Year Budget Update. Shaffer reviewed the Mid-Year Budget highlighting items that were either under or over the mid-year projections.

**IV. Old Business:**

NONE

**V. Financial Report:** In Director Wyss absence, President Bush stated that he reviewed the financial statements for July 2021 and did not have any changes. The Board accepted the July 2021 financial reports.

**Motion:** Upon motion by Director Clewe and seconded by Director Roddam, the Board unanimously voted approve the financial package.

**VI. Public Discussion:**

A. Mr. Howland asked about a structure on Top of The Moor. It was discussed that it was an old well.

**VII. Joint Use Committee Report:**

Director Clewe reported that Bill Burkes requested additional holidays for Tri Lakes. The holidays in question were Juneteenth, Martin Luther King Day, and Veterans Day. Tri Lakes currently has 12 holidays compared to 10 at Woodmoor Water. The board decided that Tri Lakes could restructure their already approved Holidays, but no increase over the current amount of 12 Holidays per year.

**VIII. Chilcott Ditch Company / The Ranch Report:** Shaffer is planning a presentation at the September board meeting.

**IX. Manager's Report:** Shaffer provided the manager's report.

**A. Collaborative Organizations / Opportunities:**

i. PPRWA: Shaffer stated there is not much to report at this time.

**B. Operations Update**

i. Water & Sewer Reports. Shaffer presented reports as LaFontaine had to leave meeting to tend to an emergency in the field. Water report showed a reduction to 5% of unaccounted water. President Bush noted that being the best number in quite some time. Shaffer noted that LaFontaine discovered that at the South Water Treatment Facility, large piece of pvc or plastic material was acting as a plunger not allowing the valve to completely close, resulting in water loss. Shaffer is researching different types of meters with new technology and added benefits for the replacement process.

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

i. As District Engineer, Ms. Hacker provided an update on the Water Distribution System R&R program. Extenuating circumstances have created a back log in the supply chain making receiving materials in a timely fashion unpredictable. These same circumstances have created a shortage of experienced subcontractors to perform the work. At this time a collection of 5 soil samples from failure areas have occurred which is substantially less than the 50 samples predicted for this year. Shaffer has recommended that sample collections continue into 2022 allowing enough data to be collected to make recommendations on how to move forward.

- ii. Ranch Revegetation Progress Update. Shaffer reported the grass is continuing to grow and the rain after the seeding was helpful. However, due to the excessive rain, there has been high amounts of mosquitos and they are performing abatement. Shaffer commented that he will have more detailed information at the September board meeting.
- iii. CWTP Progress. Contractor on schedule and all signage has been received.
- iv. LPS 2 is scheduled for a lake draw down in September. To complete this draw down a contract needs to be issued for fish extractions.

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

- i. Cloverleaf: Ms. Hacker reports that Cloverleaf is putting together a plan to submit to the county.
- ii. Monument Junction: Ms. Hacker reports Monument Junction is proposing approximately 1,100 SFE's. The development will include single family homes, multi-family homes and commercial properties.
- iii. MGP Property: Ms. Hacker reports developer wants to try and put in 150 single family homes.

**C. Other Topics:**

- i. Loop Study RFP: Shaffer reports total study cost is approximately \$84,000. With four confirmed participants, the cost will be approximately \$21,000 per participant.

**X Special Reports & Subjects:**

Rehabilitation Center has purchased 14 acres of the land around them which consists of the duck pond. The Center wants to renegotiate the water agreement. President Bush stated not a problem but make sure to collect attorney fees with this agreement.

**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 (4): (1) Subsection (a) for discussion related to the purchase, acquisition, lease, transfer, or sale of any real, personal, or property interest; (2) Subsection (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; (3) Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions; all related to potential agreement(s) with Lewis Palmer School District 38 and Colorado Springs Utilities. Session commenced at 15:02. The Board returned to Regular Session at 16:10.

**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 16:11.

**Record of August 9th, 2021, Board Meeting**

Respectfully Submitted,

William Clewe, III  
William Clewe, III, Secretary