

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on January 11, 2021 at the Woodmoor Improvement Association Barn.

PRESENT: Director Bush
Director Roddam
Director Hanson
Director Wyss
Director Clewe

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

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:** President Bush called the meeting to order at 1:02 p.m.

- II. **Reading of the Minutes:** Copies of the December 14, 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 Resolution 21-01, Authorizing the Purchase of Real Property Legally Described as Lots 1 and 2, Patriot Place Subdivision, County of El Paso, State of Colorado and Naming Persons Authorized to Execute Necessary Documents: Shaffer reported that the Board had previously approved this purchase of property, but the title company requested a formal document for the title insurance and authorizing an individual with name and title to execute the purchase closing documents.

Motion: Upon motion by Director Wyss, and seconded by Director Roddam, the Board unanimously voted to adopt Resolution 21-01 Authorizing the Purchase of Real Property described as Lots 1 and 2, Patriot Place Subdivision, County of El Paso. The Board authorized President Bush to sign Resolution 21-01 and District Manager Jessie Shaffer to execute the closing purchase documents.

- B. Consider Employee Allocation of CEBT Dividend: President Bush stated that the last time that the District received a dividend from CEBT the Board authorized the funds back to the employees. Shaffer stated that CEBT which carries the District's health, dental, disability, life, and vision insurance notified him that once again they have built up a surplus of funds which will be refunded to their customers as a dividend. Shaffer stated that the last time this dividend was received; Howland calculated how much each active employee had paid into the insurance for the first six months of the year and determined the percentage each employee would receive from the dividend. The letter that CEBT sent, a copy of which is attached hereto, states that the dividend was calculated for employees enrolled through June of 2020. Shaffer stated that in his opinion, this was a fair calculation as some employees have paid more out in premiums depending on their coverage. Howland stated that the dividend was paid through payroll and the funds were taxed as income. Shaffer asked the Board if they would like to handle this dividend in the same manner.

Motion: Upon motion by Director Roddam, and seconded by Director Clewe, the Board unanimously voted to disburse the CEBT surplus dividend back to the active employees based on the premiums they paid from January through June 2020.

IV. Old Business:

A. Lake Pump Station Design Capacity – Presentation & Discussion (Richard Hood – JVA Consultants) and Board Discussion: Hood stated that the goal today is to discuss the District's future raw water irrigation demands. Hood stated that the current lake pump station has two pumps for the SFP. Hood reported that the new lake pump station will be able to provide room for an additional three pumps going to the SFP, two pumps going to CWTP, and one swing pump that can be used at either plant in case one of the pumps go down. Hood stated that if all the pumps are the same size it makes it easier for operations in regards to maintenance and ordering parts if needed. Hood reported Shaffer has been analyzing the District's current and future irrigation needs. Hood stated that SFP would need 2100 gallons per minute, (gpm), flow capacity for potable water, and an additional 700 gpm for irrigation customers. CWTP would need 1200 gpm for potable use and an additional 300 gpm for irrigation customers. Hood reported that if the District wants to commit to the future raw water irrigation demands, higher horsepower pumps will be needed. Shaffer stated that the District's policy now states that as long as the District has the capacity to serve raw water, they will serve it. The policy also states that the District will not build new infrastructure to serve raw water. Shaffer asked the Board where they want to position the District in terms of allowing and selling raw water taps. Shaffer stated that if the Board moves

forward with servicing raw water to new customers, the non-potable water service policy will need to be updated. The capital cost would be approximately \$52,000 spread over a twenty-year period to upgrade the pumps. After a lengthy discussion, the Board directed staff to move forward with the pump upgrade. President Bush asked the JVA consultants if they could send the Board information about any other upgrades and/or updates regarding the capital improvements to them prior to the Board Meetings so it would give the Board Members time to study the request made at the meetings. Hood responded that they could make that happen going forward. Projected capital improvement completion dates are as follows: SFP – April 2021 CWTP – March 2021 LPS – December 2021.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements for December 2020 and did not have any changes. Wyss stated that it was a good financial year for the District and cash reserves increased by \$60,000. President Bush asked why staff was moving the cash reserves around so much this last year. Shaffer stated that he is moving the funds to the banks that offer the best returns. The Board accepted the December 2020 financial reports.

VI. **Public Discussion:** None.

VII. **Joint Use Committee Report:** None.

VIII. **Chilcott Ditch Company / The Ranch Report:** None.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated January 11, 2021, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

i. PPRWA: None.

B. Operations

i. Water Report: LaFontaine reported that the District had six shear breaks in December. LaFontaine reported that the unaccounted water percent for December was a negative 8%. LaFontaine stated that a bad meter at the CWTP caused the variance and is being replaced. LaFontaine stated that the stream flows are low.

C. District Construction/Planning Projects:

- i. Lake Woodmoor Sign Posting: LaFontaine reported that he has been in contact with two of the HOA's and plans to meet with residents on the east side of Lake Woodmoor regarding sign placements by the end of the month. LaFontaine will have more information next month.

D. WWSD Subdivision/Development Status Update:

- i. Cloverleaf: Shaffer stated that this development is moving forward. Shaffer reported that they are going through the process to develop a Metro District. Shaffer stated that the development is looking to have their designs completed by late spring or early summer.

E. Other Topics:

- i. COVID 19: Shaffer stated that cases are going down in Colorado. El Paso County is now in "Orange" status. Shaffer reported that the District staff has not had any COVID cases to date.

X. Special Reports & Subjects:


1. Attorney Report: Smith asked the Board to pass a Motion regarding the placement of the Board Meeting Notices.

Motion: Upon motion by Director Roddam, and seconded by Director Hanson, the Board unanimously voted to designate the Woodmoor Water & Sanitation District website and the District office as the posting places for notices of public meetings of the District Board of Directors as required by the Colorado Open Meeting law.

XI. 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 2:14 p.m.

Record of January 11, 2021 Board Meeting

Respectfully Submitted,


William Clewe, Secretary