

RECORD OF PROCEEDINGS

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

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

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Amy Rines

Visitors: John Cutler – John Cutler & Associates, CPA Firm
Jeff Perret – TRS
James Howland – Our Community News

- I. **Call to Order:** President Bush called the meeting to order at 1:03 p.m.

- II. **Reading of the Minutes:** Copies of the June 21st, 2021, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved by Director Hanson, duly seconded by Director Wyss, and unanimously passed that the meeting minutes be approved.

- III. **New Business:**
 - A. Director Hanson officially resigned from the Board effective July 30, 2021, and is moving to AZ. President Bush has asked Erin Smith to ascertain the board has the power to appoint a successor for the remaining of the term, like what has been done in the past, as nothing in the law has changed. This will be completed in the August meeting. President Bush states Dan Beley has a strong background in water and believes his personality will be a good fit with the board. If Erin Smith says the Board has the power to appoint someone President Bush would like the Board to consider appointing Dan Beley at the August meeting. Mr. Beley's resume was passed out for the Board to review over the next 30 days to consider.
 - B. Shaffer presented for consideration adoption of Resolution 21-02. Resolution modifies the district rules and regulations to allow for water and sewer service line extensions to detached structures on a site-specific basis. Unless a variance is granted by the District Manager or Board, daisy chains are not permitted. This is a modification to the current rules and

regulations specifically Section 432 providing a carve out where multiple water and sewer taps are prohibited except for where otherwise provided in the section and except where a variance is authorized by the Board of Directors or the District Manager. These will be on a case-by-case site specific basis. District is set up through our IGA with Regional Building Department to be included in permitting only as it relates to plumbing.

Motion: Upon motion by Director Roddam, and seconded by Director Hanson, the Board unanimously voted to allow President Bush to sign Resolution 21-02 and Director Clewe to sign as secretary.

IV. Old Business:

A. Shaffer introduced John Cutler from John Cutler & Associates. Mr. Cutler and his firm have been WWSA auditors for the past 10 plus years. Mr. Cutler reports that an opinion is issued on the statement, once the audit is completed the districts is an unmodified report. This means all questions were answered and there were no issues with the audit. There were 3 corrective modifications to record the amortization of an asset, annual adjustments to Tri Lakes and depreciation at year end. There were no disagreements with management. Representation letter signed for John Cutler & Associates to take responsibility and file with the state. Director Hanson asked what amortization was, Mr. Cutler explained amortization was a bond premium, amortized over the life of the bond. End of every year bonds are valued at market value and adjusted on the books. Appendix A contains disclosure statements completed internally. These reports are required to be filed with the SEC through EMMA. They have already been sent and uploaded

Motion: Upon motion by Director Roddam and seconded by Director Hanson, the Board unanimously voted to approve the 2020-year end audited financial package.

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

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

VI. **Public Discussion:** Jeff Perret with Transportation Resource Service Inc. (TRS) was present to discuss and answer any questions concerning the Arnold Bridge replacement project. Shaffer and Bill Burks reviewed the memorandum agreement, the two forms of the easements and sent comments back Mr. Perret who then forwarded them on to the county attorney for review as there were no concerns. Mr. Perret stated that the item that will be incumbent is the timeline of the bridge construction over the waterway where there are better times of the year to complete the work. Waiting on all three Water Boards to meet in August slows the process down. Mr. Perret is requesting, all three Boards, to adopt a resolution that designates a person to sign the documents, when completed, thus eliminating waiting for the next Board meetings. Shaffer explains that Bill Burks previously presented what the county offered and their forms of easements and asked if the Board was good with it. The Board, in July meeting, stated their desire to use the Districts standard forms and include them in the counteroffer. These forms were created then signed by

President Bush. Mr. Perret corrected our understanding of the County's desired process stating the county prefers a contract to buy/sell easements with exhibit A being the temporary easement and exhibit B representing the permanent easement. The County desires confirmation that the Boards approve of this sale, and they would like that approval in the form of an adopted Board Resolution. Mr. Perret requested that the Board adopt a resolution authorizing this transaction, subject to agreeance on forms and assigning someone to sign all documents concerning this matter.

Motion: Upon motion by Director Hanson and seconded by Director Clewe, the Board unanimously voted to have Erin Smith draft a Resolution to be signed by President Bush when completed, that authorizes the signing of the purchase and sale agreement, sale of the respective easements and designates President Bush to sign all documents associated with the sale of easements for the Bridge Replacement.

VII. Joint Use Committee Report:

A. Director Hanson reported the JUC has been having meetings via Zoom which were open to the public. Director Clewe is the JUC alternate and will attend the July 13th, 2021 meeting.

VIII. Chilcott Ditch Company / The Ranch Report: Shaffer reported the grass is growing and the installation of a new slide gate will occur next week. This gate will help regulate flows in the ditch especially immediately upstream of the measurement flow. It has been difficult to manage rain events if employees cannot get to head gates in time to pinch it back, we have flows that potentially exceed our diversion rights. Different calculations must be completed to ensure water gets back to the river. A solution is a gate structure upstream of the flumes, at the knife gate were the flows go underneath it anything backs up behind the gate overflows and spills back into the river. President Bush restated Director Hanson requested at the last Board meeting, a periodic snapshot, possibly occur every couple months of what is being done; what has been completed and what is in the future to be completed going forward. Shaffer suggested a tour of The Ranch area if the Board is interested.

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.
- ii. Loop Project: Shaffer stated this study would take a similar approach as the reuse study but without Colorado Springs Utilities. The proposal for a similar study would focus on Callahan Reservoir. We asked consultants to supplement their proposals by using the striped down river's operation model, provided to them, and asked if they can use this model in their work. Supplements due Friday July 16th, 2021, at noon. Once supplements are received a reevaluation of the proposals will occur and hopefully be ready for all Board members at the August meeting with a recommendation on participating in the parallel study.

B. Operations

- i. **Water & Sewer Reports:** LaFontaine reported it has been challenging with many large projects in the works and supporting higher than anticipated flows. We hit numbers close to last year peak the 2nd week in June. The Central Project Schedule was modified to get a filter back online to be used sporadically to cut off some peaks. At the August Board meeting we should know and report if there is an issue with the Lake refill meter after July reading. We are using well meters that are tested every three years for accuracy. This will help determine if there is any discrepancy in the Lake refill meter. South Water Treatment plant has been running well. President Bush asked if there were any shear or main breaks? Also asked where the 4.6 million gallons of water is going? Seems it is directly related to the amount of water that is pumped. LaFontaine agreed with President Bush and stated it looks like a meter inaccuracy. Water meters were replaced at schools except Lewis Palmer and Palmer Ridge High Schools as they have been estimated for the past 6 months. President Bush states that it appears we are not billing for all the water being used rather than just losing the water. LaFontaine states if meters are accurate should be around 5% loss currently around 8%, he believes it is not all water loss there is some unbilled due to old meters inaccuracies. Shaffer states that customer meter change outs will be in next budget. We may want to consider doing a meter accuracy survey. Customer meters are 90% accurate customers get 10% not loss but under billed. President Bush asks if district can pick five people now to place new meters at to see what the difference is instead of waiting until next year? We have replaced 50 failed meters so far this year, once the meter fails there is lost revenue. Director Clewe volunteers to be one of those five. LaFontaine states that the priority has been commercial, schools, and irrigation meters as part of the resolution. President Bush states determining the Return on Investment by calculating certain amount is lost revenue compared to cost of replacing meters would like to know the percentage recoverable costs. Shaffer states in 2007 all meters were replaced. Badger Company that made the meters, stated it was a 20-year product but would only prove a 10-year full replacement guarantee with years 11 through 20 being a prorated amount based on age. In 2007 it was determined that in 6 to 8 years there would be return on investment. A phased approach for meter replacements going forward instead of a major replacement. LaFontaine reports that Monument Hill Road manhole cover slid off 4" gap during rainy spring. Water was going directly into the system. Believe it has been like this for a few years. President Bush would like an update on the Renewal & Replacement projects at the August Board meeting.

C. District Construction/Planning Projects:

- i. **CWTP Schedule** – Shaffer stated contractor continues to work on pretreatment building. One filter is still working second filter will be up and running end of July. Filter three will go back offline after the peak usage.
- ii. **LPS Schedule** – Shaffer stated instead of a cast in place going with precast decreases the time in construction.

- iii. North Tank Painting – Ariel Hacker (District Engineer) has finished the Request for Proposal (RFP) and sent out to bid. Bids will be received over the next three weeks with bid opening on August 5th, 2021.

D. WWSD Subdivision/Development Status Update:

- i. Cloverleaf: Shaffer reports looks like 150 structures.
- ii. Monument Junction: Shaffer reports looks like 500 – 600 homes. Two separate Metro Districts.
- iii. MGP Property: Shaffer reports developer wants to try and put 250 – 300 homes on 54 acres.

E. Other Topics:

- i. Bond Refunding: Shaffer reports things are moving quickly will have a bond resolution in August with documents. When all documents are received Shaffer will send out to Board Members for their review. Jim Manier with Hilltop Securities will be attending August Board Meeting to go over everything. Mr. Mainer will be asking the board for the possibility of a Resolution designating a person to sign on behalf of the district for all matters concerning the finalization of the Bonds.

X. Special Reports & Subjects:

- i. Director Bush reported WIA Board is considering allowing 118 Woodmoor Residents to install gates that would swing over the utility's easement on a temporary basis. The School District Safe Route to school path program along Woodmoor Drive in front of the spillway is moving along. Shaffer reached out to the School District to see the schedule and plan of letting kids walk into spillway. There are concerns on liability insurance who is responsible. It appears the School District thinks the County is coming into redesign Lake Woodmoor Drive. Director Clewe asked if anyone had heard about the sports betting surplus funds going to small districts? No one in attendance has heard of this. Director Clewe asked when the lake signage will be completed. LaFontaine stated signage had been ordered and should have next week to start putting up. Director Roddam stated if everything goes according to the school district when should it be completed? President Bush replied to next year. Director Roddam volunteered to work on the program. Fence has been omitted from plans. East side of road to keep kids on the trail

- 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 2:21 a.m.

Record of July 12th, 2021, Board Meeting

Respectfully Submitted,



William Clewe, III, Secretary