

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on May 8, 2023, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: President Town  
Director Beley  
Director Martinez

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Cory Lynch

Visitors: James Howald - Our Community News  
Jackie Burhans - Our Community News  
Ariel Hacker – District Engineer  
Mark Valentine - Merrick

I. **Call to Order:** Director Town called the meeting to order at 12:59.

II. **Reading of the Minutes:** Copies of the April 10, 2023, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director.

**Motion:** Director Town entertained a motion to accept the April 2023 Board minutes. Director Beley motioned, Director Beley seconded, and the Board unanimously passed that the meeting minutes be approved.

**Motion:** Director Town entertained a motion to excuse Director Roddam and Director Clewe from the meeting. Director Martinez motioned, Director Beley seconded, and the Board unanimously passed to excuse both Director Roddam and Clewe from the meeting.

II. **New Business:**

A. Election of Board Officers:

**Motion:** Director Town informed the Board that Director Clewe has asked to remain as the Board Secretary. Director Town moved and Director Martinez seconded and the Board unanimously passed to retain Director Clewe as Secretary.

**Motion:** Director Town moved to appoint new Board Director Martinez the Board Treasurer. Director Beley seconded and the Board unanimously passed to appoint Director Martinez as Treasurer.

**Motion:** Director Town entertained a motion to nominate the Board President. Director Beley nominated Director Town for Board President and Director Martinez seconded. The Board unanimously passed to appoint Director Town as Board President.

- B. Consider Supplemental Water Service Request for Waterside Subdivision (La Plata Communities). Engineer Hacker presented the LaPlata supplemental water agreement for Waterside for approximately \$595,000 in supplemental fees and 52 tap fees for multi-family units.

**Motion:** President Town moved that the Board authorize Shaffer to proceed with the agreement and bring back to the Board. Director Beley motioned, Director Martinez seconded, and the Board unanimously passed to proceed with the Supplemental Water Service Request for Waterside Subdivision.

- C. Consider Approval for Sheepherder Camper on Woodmoor Ranch Property. Duke Energy leases Ranch land for solar panels. The grass and weeds need to be maintained and they are wanting to use sheep and need a sheepherder on site through September. A request is being made to allow a sheepherder to park his camper on Ranch land. The Board discussed and suggested the camper be parked on the leased land and will not be allowed on Ranch land.
- D. Consider CEBT Dividend Disbursement: The District received a check from CEBT (employee benefits) for Dividend from Surplus. Shaffer explained that this happened two years ago and the Board authorize Shaffer to return the surplus to the employees that paid into the company. Shaffer is requesting authorization to do the same with this surplus. The Board agreed.
- E. Disposal of District Office Equipment of De Minimis Value, Used Computers, A/V Equipment & Drop Pipe (Scrap Price)

**Motion:** President Town moved that the Board authorize Shaffer to proceed with the District Office Equipment of De Minimis Value. Director Beley motioned, Director Martinez seconded and the Board unanimously passed to give Shaffer authorization.

- F. PFAS Overview Presentation: Postponed until June 2023 Board meeting.

#### **IV. Old Business:**

- A. None

#### **V. Financial Report:**

President Town stated he reviewed the financial statements for April 2023.

**Motion:** President Town recommended the Board accept the April 2023 financial reports. Director Martinez motioned, Director Beley seconded, and the Board unanimously voted to accept the April 2023 financial reports.

#### **Public Discussion:**

- A. None

#### **VII. Joint Use Committee Report:**

Shaffer attended the meeting with Director Clewe. Shaffer reported blowers from another city in Wyoming became available and Bill Burkes will get them for free.

#### **VIII. Chilcott Ditch / The Ranch Report:**

Chilcott Ditch cleanup operations are complete and a new culvert has been installed. The Ditch started late this year on April 17<sup>th</sup> due to the construction and extra clean up from tumbleweeds. Water is running through the augmentation station and being delivered to partners. The Ranch is starting to irrigate fields of approximately 200 acres.

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

##### **1. Collaborative Organizations / Opportunities:**

- a. PPRWA –Stream Restoration Bill and Senate Bill 213.
- b. Loop Water Authority- RFP out for Project Manager Workflow Coordinator position.

##### **2. Operations Update**

- a. Water Report: LaFontaine reported the District is still on surface water until approximately first of June. There were two service failures. The lake meter is showing more than used. Over 600 + meters are being estimated due to the faulty endpoints not replaced to date.
- b. Sewer Report: RH Borden is still out in the District surveying the entire system. There are still only two issues that were found that ended up being false. The hope is to have a full report by the next Board meeting.

##### **3. District Construction/Planning Projects:**

- a. New A/V Equipment- Conference room set up with new television, computer and camera.
- b. Meter Replacement Program Update- Slightly behind schedule due to failed end points and replacements
- c. Highway 105A Utility Relocation Project- Out for bid, pre-bid meeting on 5/9/23, design is complete, rerouting lines and adding lanes.
- d. Highway 105B Utility Relocation Project- Redesigning, flattening road between Lake Woodmoor and Furrow. Adding one turn lane in center.
- e. Well 22 Pump House & Transmission Pipeline- JVA developing pumphouse and site. Transmission line in final design.
- f. Well 19- Online approximately first of June.
- g. Zone 5 PRV's- Pre-con meeting today and out for bid May 31<sup>st</sup>. Bid award by June 12<sup>th</sup>.
- h. CWTP Commercial Dawson Well Construction- Commercial style well similar to 19.

##### **4. WWSD Subdivision/Development Status Update:**

- a. Cloverleaf - Almost ready for conditional acceptance. Waiting on paving and requested to complete in two phases in order to complete nine model homes in first phase.
- b. Monument Junction East – Apartment complex is on pause do to the market. Whataburger and Maverick is still moving ahead. Still revising supplemental water agreement.
- c. Monument Ridge East- Still trying to annex into Monument.

##### **5. Other Topics**

- a. Uli Keeley of Prospective Business Solutions will be at the June 2023 Board meeting to present the 2022 Audit.

#### **X. Special Reports & Subjects:**

- a. Engineer's Report- None
- b. Attorney's Report- Smith requested from President Town that she prepare and state the motion for Executive Session due to adding a pending litigation to the Executive Session.
- c. WIA Meeting Report- None

**Motion:** At the time of 14:37, President Town moved that the Board go into Executive Session, Director Martinez seconded and the Board unanimously voted to go into Executive Session.

**XI.** Executive Session pursuant to C.R.S. § 24-6-402(4): **(1)** Subsection (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; **(2)** Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions; all related to potential agreements with Monument Fire District, Lewis Palmer School District 38 and Enerfin Renewables, LLC and pending litigation; and **(3)** Section (f) for discussion of a personnel matter and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body of any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

**Motion:** At the time of 15:40, the Board came out of Executive Session and a motion was entertained for the execution of the extension of the LOI and authorize Shaffer to sign. Director Beley motioned and Director Martinez seconded and the Board unanimously voted to authorize Shaffer to sign.

**Motion:** A motion was entertained for Shaffer to authorize and sign the filing of an answer, counter claim and third party complaint by the deadline. Director Beley motioned and Director Martinez seconded and the Board unanimously voted to authorize Shaffer to sign and file.

**XII. Adjournment:** There being no other business before the Board, the meeting adjourned at 15:42.

**Record of May 8, 2023, Board Meeting**

Respectfully Submitted,



Barrie Town, President