

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on November 11, 2024, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: President Bush (remote)
Director Martinez
Director Beley
Director Roddam
Director Clewe

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Cory Lynch

District Engineer: Cydney Saelens

Visitors: James Howald - Our Community News
Jackie Burhans - Our Community News
Richard Hood - JVA

I. **Call to Order:** President Bush called the meeting to order at 13:00.

II. **Reading of the Minutes:** Copies of the October 14th, 2024, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director.

Motion: President Bush entertained a motion to accept the October 2024 meeting minutes. Director Martinez moved, Director Roddam seconded, and the Board unanimously approved the October 14th, 2024, minutes.

III. **New Business:**

A. Consider Construction Contract Award for South Tank Addition (Richard Hood – JVA)

Motion: : President Bush entertained a motion to award the construction contract for South Tank Addition to Preload LLC. in the amount of \$2,115,000. This amount includes a change order contingency of \$100,000. This Motion also authorizes Director Martinez to sign the contract in President Bush's absence.

B. Public Hearing on 2025 Budget

(i) Presentation of proposed 2025 budget Second Draft

(ii) Public Comment

(iii) Motion to continue public hearing to December meeting

Motion: President Bush entertained a motion to open the Public Hearing on the 2025 Budget until the next Board meeting on December 16, 2024. Director Clewe motioned, Director Roddam seconded and the Board unanimously passed that the 2025 Budget Public Hearing was officially open.

C. Schedule Public Hearing on Proposed 2025 Rates –

Motion: President Bush entertained a motion to open the Public Hearing on the Proposed 2025 Rates until the next Board meeting on December 16, 2024. Director Clewe motioned, Director Roddam seconded and the Board unanimously passed open the Public Hearing on the Proposed 2025 Rates until the next Board meeting on December 16, 2024.

D. Reschedule December Meeting to 12-16-24 – The Board agreed to move the December Board meeting to Monday, December 16, 2024, at 1:30 pm.

E. Consider Health Care Provider Change – This item was scratched off the agenda.

IV. **Old Business:**

None

V. **Financial Report:**

The Board was presented with the financial statements for October 2024. Director Martinez stated that the new financial software is still getting fine-tuned regarding the formatting. He stated that some of the percentages in the last column were incorrect and will be fixed. Shaffer explained ASC fees and projected construction.

Motion: President Bush entertained a motion to accept the October 2024 financial reports. Director Roddam moved, Director Clewe seconded, and the Board unanimously voted to accept the October 2024 financial reports.

VI. **Public Discussion:**

A. **Unscheduled People – None**

VII. **Joint Use Committee Report:**

At the JUC meeting, Bill Burkes asked if there was a go ahead with the Woodmoor Water budget. The annual meeting will be held on Friday, December 13, 2024, at La Casa Fiesta in Monument. The next regular meeting will be held on Tuesday, November 12, 2024.

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

The Ditch and Ranch are finishing up operations and maintenance and the two Ranch employees will be working at the District the first week of December. The annual meeting for Chilcott Ditch will be held on December 11, 2024, at City Hall in Fountain.

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

1. **Collaborative Organizations / Opportunities:**

- a. PPRWA – Nothing to report
- b. Loop Water Authority – 2025 Budget

2. **Operations Update**

- a. **Water Report:** LaFontaine reported to Director Martinez that of the total budget for water and wastewater, 19% went to preventative maintenance for water and 53% went to preventative

maintenance for wastewater. In October, the District transitioned to ground water and an email blast went out to inform customers.

- b. Sewer Report: All the Districts lift stations have been cleaned and will continue the use of enzymes.

3. Engineers Report

a. District Construction/Planning Projects:

- a. Well 22 Transmission Pipeline – Five days were added due to weather delays for substantial completion to now be on November 25, 2024.
- b. Highway 105B – Project is in final design but still waiting on El Paso County for easements which could be a six-to-nine-month process.
- c. CWTP Dawson Well Equipment – Hydro Resources is on sight and installing a transmission line from the well to the pre-treatment building and hooking up this week.
- d. Main Lift Station Rehabilitation – Design is finished and out to bid. Pre-bid meeting is scheduled for Wednesday, November 13th and an award decision is to be made in December.

4. WWSD Subdivision/Development Status Update

- a. None

5. Other Topics:

- a. Board Christmas Celebration – Monday, December 16, 2024, at 11:00am at The Barn. Consider a thank you to the employees to include \$100 and a prime rib.


X. Special Reports & Subjects

- A. Attorney's Report – None
- B. WIA Meeting Report – None

Adjournment: There being no other business before the Board, the meeting adjourned at 14:15.

Record of November 11, 2024, Board Meeting

Respectfully Submitted,



William Clewe III, Secretary