

## RECORD OF PROCEEDINGS

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A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on January 8, 2009 at the Woodmoor Water and Sanitation District No. 1 office.

### PRESENT:

Director Hacker  
Director Nasser  
Director Town  
Director Whitelaw  
Director Wyss

Manager: Jessie J. Shaffer  
Ass't. Manager: Randy Gillette  
Attorney: Erin Smith  
Consulting Engineer: Steve Tamburini

Secretary: Hope Winkler

Visitors: Harriet Halbig – OCN

### I. **Call to Order:**

President Nasser called the meeting to order at 1:05 p.m.

### II. **Reading of the Minutes:**

Copies of the December 11, 2008 meeting minutes of the Woodmoor Water and Sanitation District were provided to each director. It was moved, duly seconded and unanimously passed that the minutes be approved.

### III. **Financial Report:**

The December books have not yet been closed. Financial reports, before audit, will be placed in Directors' boxes within the next week.

### IV. **Public Discussion:**

There was no one from the public who desired to speak.

### V. **Joint Use Committee (JUC) Report:**

Nasser reported that:

1. The JUC Meeting will take place next week.

2. At next week's JUC Meeting Nasser will suggest that the Policies, Practices and Procedures are a logical place to start when looking over the Amended Joint Use Agreement. He will also suggest that the Boards have a reading assignment each month; and that representatives report back to the JUC each month, resulting in the whole AJUA being looked over by annual meeting time. He requested that the WWSD Board read 1-7 to be discussed at the February WWSD meeting.

## VI. Manager's Report:

Shaffer reviewed the Manager's Report dated January 8, 2009, a copy of which is attached hereto.

1. **Pikes Peak Regional Water Authority (PPRWA):** At the PPRWA meeting Frank Yaeger (Parker Water and Sanitation District Manager) gave a presentation on a project involving the Flaming Gorge. The project would bring water from the Flaming Gorge to the Front Range. It is a high cost plan but could be a possibility for a number of entities. Yaeger will be asking for dollar contributions from interested entities for the cost of doing due diligence.
2. **Operations: Randy Gillette:** Gillette reported that the Pumped vs Billed percentage is off again in December. He believes the difference is again due to the difference in the end of month well readings and the meter reading time frames. If considered on an annual basis, the percentages are reasonable. He asked if the Board would prefer to have the actual readings, as now, or to have a percentage based on average daily pumped and billed. The Board is comfortable with either method. Gillette will calculate average daily readings. Well 11's pump has been pulled out of the ground and staff is awaiting a repair estimate.
3. **Construction :** The Lake Woodmoor dam outlet repair is substantially complete. The contractor will be back in the spring to complete top soil placement, seeding, road base, and erosion control. The District is holding some monies to ensure completion. The State has issued a conditional fill schedule. The District began putting water in the lake last Friday. The Pump Back Toe Drain System would pump back about 20 GPM into the lake from the toe drain system if the District opts to add it to T. Lowell Construction's contract. URS designed the system and estimated the cost to complete it at around \$80,000. T. Lowell Const. will hold the price until spring if the system is change ordered onto their current contract. The lake has been empty for two months and it doesn't seem to have affected the duck pond. Nasser asked if the money would be available in the budget. Shaffer said that it would be. There is a ground dewatering line that is 20 feet deep which the State wants left in place. The dewatering line should flow enough to maintain the duck pond.
4. **Subdivision Update:** Knollwood Village Lot 1 Filing 2 will have a shell building placed on it.
5. **WED, LLC Easement:** WED has redesigned their pond and pulled back the berm as an alternative to the requested easement.
6. **Lake Woodmoor Easement:** The WIA easement has been recorded. The Colorado Lakeshore Holdings (Bob Irwin) easement agreement is still in progress. The easements are on the east side of Lake Woodmoor for bank stabilization.
7. **CWPDA Lease:** Shaffer said that the CWPDA had elected not to modify the current lease of augmentation water. The current lease doesn't expire until April 1, 2009.
8. **Insurance Claim Potential:** Shaffer requested that a potential claim be discussed in Executive Session.

9. **Staffing:** Shaffer said that a job description is being formulated for what would possibly be a “Utility Engineering Technician”. The position would be advertised in the next month or so.

VII. **Special Reports and Subjects:**

1. **Engineer’s Report:** Tamburini said he had nothing further at this time.
2. **Attorney’s Report:** Smith said that she had brought the Annual Administration Resolution 09-01 for the Board’s consideration. It sets forth the District’s official publication place, posting places, meeting times, and etc. It was moved, duly seconded, and unanimously passed that the Annual Administration Resolution 09-01 be approved with minor changes as stipulated. Smith distributed “Conflict of Interest” forms to the Directors and asked that they be filled out and returned to her. Smith also requested that all Rules and Regulations binders be brought to the February Board Meeting to be updated.
3. **ELECTION OF OFFICERS:** It was moved, duly seconded, and unanimously passed that the following directors be elected by unanimous consent: Benny Nasser – President, James Wyss – Treasurer, Barrie Town – Secretary, James Whitelaw – Assistant Secretary and Elizabeth Hacker – Assistant Secretary.

VIII. **Old Business:**

1. There was no other Old Business to come before the Board at this time.

IX. **New Business:**

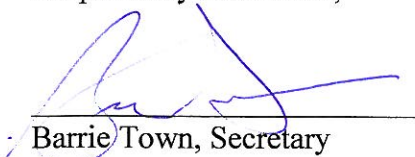
**Executive Session:**

It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to 24-6-402(4)(a) C.R.S., “Concerning the purchase, acquisition, lease, transfer or sale of any property interest” in regard to water resources, and a drainage easement; 24-6-402(4)(e) C.R.S., “Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators” in regard to water resources, a drainage easement, and potential insurance claims. The Executive session commenced at 2:03 p.m. The Board returned to Regular Session at 3:12 p.m.

XI. **Adjournment:**

There being no other business to come before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 3:12 p.m.

Respectfully Submitted,

  
Barrie Town, Secretary