

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on May 12, 2011 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:

Director Town
Director Taylor
Director Wyss
Director Whitelaw

Manager: Jessie J. Shaffer
Ass't. Manager: Randy Gillette
Attorney: Erin Smith (attended by conference call for Executive Session)
Consulting Engineer: Mike Rothberg
Steve Tamburini

Secretary: Marsha Howland

Visitors: Walraven Ketellapper – Stillwater Resources
Candice Hitt – Our Community News
Ronnie Sperling – Buchanan & Sperling P.C
Pat Hall – Jaspers - Hall, P.C.

I. **Call to Order:**

President Town called the meeting to order at 1:00 p.m.

II. **Reading of the Minutes:**

Copies of the April 14, 2011 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:**

Wyss stated that he had reviewed the Financial Report and had no comments. Shaffer pointed out the new column on the Financial Reports that shows the target percentage for revenue and expenses for each individual month. It was moved, duly seconded, and unanimously passed that the Financial Report be accepted.

IV. **Public Discussion:**

1. There was no one who wished to appear before the Board.

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

Whitelaw reported that:

1. Woodmoor, The City of Monument and Palmer Lake are all doing fine. Jim Kendrick spoke again on the subject of the nitrogen and phosphorus EPA standards. Whitelaw stated that this information had already been discussed in prior meetings and had nothing new to report.

VI. **Manager's Report:**

Shaffer reviewed the Manager's Report dated April 12, 2011, a copy of which is attached hereto.

1. **Pikes Peak Regional Water Authority (PPRWA):** Shaffer reported that the PPRWA did not have a meeting this month.
 - A. **Flaming Gorge Task Assessment:** Shaffer reported that the BUREC Model project is anticipated to be completed late in May, 2011. Shaffer will have more information at the next Board Meeting.
2. **Operations – Gillette:** Gillette distributed the 2011 Annual Water Production Report, a copy of which is attached hereto. This report will track where the bulk of our water is coming from on a monthly basis. Gillette reported that the water pumped vs. water billed is at 93% for the month of April, 2011. Lake Woodmoor is at 7098.4 which is close to our target goal. Gillette reported that we will start surface water by the end of May, 2011.
3. **Source Water Protection Plan:** Gillette reported he has a meeting on June 6, 2011 to go over the final aspects of the Water Protection Plan. Gillette also reported that he held a public meeting on May 11, 2011 for the Water Conservation Plan. He stated that only one person attended. The meeting was published in the OCN, on the web site and several other areas. Town requested that Gillette send out e-mails to the Directors to notify them of future meetings.
4. **Construction:** Gillette reported that Wells 10 and 16 are both going thru the cleaning process and should be on-line shortly.
5. **Annual Sewer Line Maintenance Contract:** Gillette reported that WWSD is accepting bids for the rehabilitation program. The bidding closes on May 13, 2011 at 1:30 p.m. This contract is for one year with an option for three one year extensions. Gillette will report the bidding results next month.

6. **Other Topics:** None

VII. **Special Reports and Subjects:**

1. **Engineer's Report:** Nothing to report.
2. **Attorney's Report:** Nothing to report.

VIII. **Old Business:**

1. **Consideration of Resolution 11-03:** This Resolution is an Amendment to the 2006 Woodmoor Water and Sanitation District No. 1 Rules and Regulations to enlarge the time for certain customers to pay and revise Section 8-19 regarding payment by non-sufficiently funded checks. Shaffer reported that he had met with Lori Akers and Marsha Howland regarding the procedures of non-sufficient checks. Two items on this Resolution have been amended. First, Section 8-19 of the policy was revised to read the District may require any customer who pays fees, rates, tolls or charges with a non-sufficiently funded check, to pay futures services in advance by cash or certified funds. The second change deals with delinquency charges for customers who have \$5,000.00 in aggregate in any one month. This change allows customers to have thirty days instead of ten days to make full payment before delinquency fees are charged to their account.

Motion:

It was moved by Director Wyss, duly seconded by Director Taylor and unanimously passed to approve the changes to Resolution 11-03.

2. **Consideration of Resolution 11-04:** This Resolution concerns the Board's opposition to the Colorado Water Quality Control Divisions proposed nitrogen and phosphorus standards. This Resolution authorizes the attached letter, to be sent by the President of the Board of Directors of Woodmoor Water and Sanitation District No. 1 to Governor Hickenlooper.

Motion:

It was moved by Director Wyss, duly seconded by Director Taylor and unanimously passed to approve Resolution 11-04.

3. **Consider cancellation of MAG II, LLC supplemental water services.** Shaffer reported that due to the Board's request last month, he mailed a letter to MAG II, LLC regarding their supplemental water service reserve account. The letter stated MAG II, LLC had until May 6, 2011 to bring their account current. Gillette spoke with MAG II, LLC and they requested an extension of June 1, 2011 to remit payment. The Board decided to grant an extension until the close of business on June 1, 2011. If MAG II, LLC fails to make payment in full, by this date the contract will be terminated. Shaffer will contact MAG II, LLC and notify them of these terms

VIII. New Business:

1. **Final Draft – 2010 Financial Audit Results & Presentation.** Pat Hall, CPA reviewed the 2010 Audit Draft. It was noted that the District had exceeded the budgeted revenue and also exceeded the budgeted expenses. The overage of expense was due to the cost of renewable water. This cost was not budgeted, but was approved by the Board. Shaffer reported that the District will submit a Formal Amended 2010 Budget to the State by the end of July, 2011. Hall stated that the District's financial state is solid. Hall also reported that the accounting policies and internal controls were in good order.
2. **Consider agreement for IT services with "Your IT Consultant".** Shaffer presented a new contract for IT services. Shaffer reported that we have had some difficulties with service, performance and billing issues with our current IT consultant.

Motion:

It was moved by Director Taylor, duly seconded by Director Wyss and unanimously passed to approve the "Your IT Consultant" contract.

3. **Presentation of District Opinion Survey Results.** Shaffer and Gillette presented the survey results. In summary, the overall opinion of WWSD customer services was favorable. WWSD needs to better promote the rebate program. Respondents were not supportive of extra fees for online payment. Respondents were knowledgeable of water conservation and were supportive of the District's efforts to acquire renewable water. All the results are posted on WWSD's website. Shaffer and Gillette were both very encouraged by the customer responses.

Executive Session:

It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to Section 24-6-402(4)(a), C.R.S., for "discussions related to the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest"; and pursuant to Section 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" all related to property including but not limited to water and storage rights and to water related services contracts. The Executive Session commenced at 2:31 p.m. The Board returned to Regular Session at 4:13 p.m.

Motion:

It was moved by Director Taylor, duly seconded by Director Wyss and unanimously passed to approve Resolution 11-05 authorizing the contract to buy and sell property with JV ranches.

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 4:19 p.m.

Respectfully Submitted,



James Taylor, Secretary