

## 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 July 12, 2012 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:                    Director Town  
                                  Director Courrau  
                                  Director Taylor  
                                  Director Schwab

Manager:                    Jessie J. Shaffer  
Attorney:                    Erin Smith  
Consulting Engineer:     Steve Tamburini, Mike Rothberg  
Secretary:                  Marsha Howland  
Visitors:                    Jeff Kalford – Boy Scout Troop 194

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

President Town called the meeting to order at 1:07 p.m.

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

A copy of the June 14, 2012 meeting minutes of the Woodmoor Water and Sanitation District was provided to each director. Director Schwab pointed out an error on the depth of Lake Woodmoor. Howland will correct this error. It was moved, duly seconded, and unanimously passed that the minutes be approved.

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

Taylor stated that he had reviewed the financial statements and did not have any changes. Shaffer stated that the financials are in line with the targeted amounts for June, 2012. Shaffer stated that Howland will add the restricted cash accounts to page 10, (cash on hand), on the financial reports starting July, 2012. It was moved, duly seconded, and unanimously passed that the financial reports be approved.

IV. **Public Discussion:**

1. **Unscheduled People:** Jeff Kalford from Boy Scout Troop 194 joined the Board Meeting for observation. He is working on a merit badge for citizenship.

V. **Joint Use Committee Report::**

Schwab reported that the Joint Use Committee (JUC) is working on the requirements for Regulation 85. Shaffer stated that Regulation 85 requires a 24 month testing period and data collection for numeric values of nitrogen and phosphorus in the streams. Shaffer stated that there are 10 entities that own wastewater treatment plants from Monument down to Pueblo, CO. The 10 entities are working on a plan to unite the process of stream data testing. The first step is for the Pikes Peak Area Council of Governments (PPACG) to develop a plan structure and program. This step will cost \$15,000. The PPACG is stating that the annual cost of operating this data system will be around \$60,000 to \$90,000. Shaffer stated that he thinks the project would be beneficial to WWSD. Monument Sanitation has already paid \$1,500.00 for the first step of the project. Shaffer stated that this is an unexpected expense for the JUC. Bill Burks stated at the JUC meeting that he has some line items that will come in under budget for 2012. The JUC is asking to reallocate funds from these line items to reimburse Monument Sanitation. Schwab reported that Jim Whitelaw was elected President of the JUC.

**Motion:**

It was moved by Director Taylor, duly seconded by Director Schwab and unanimously passed that the Board approve reallocation of JUC funds to reimburse Monument Sanitation.

VI. **Manager Report:**

Shaffer reviewed the Managers Report dated July 12, 2012, a copy of which is attached hereto.

1. **Water Resources Issues:**

- a. **Pikes Peak Water Authority Update (PPRWA):** Shaffer stated that the PPRWA is out of session until this fall.

2. **Operations: Jessie Shaffer:** Shaffer stated that WWSD has been conferring with BB&A on the best solution to get Well 12 back down hole. WWSD needs to install two check valves, one on the down hole piping and the other on the well house. Shaffer stated that the pump and motor are fine. Well 12 will be put back down hole on Tuesday, July 17, 2012. Once the Well is down hole, WWSD will be able to run a diagnostic test to see what else needs to be repaired or replaced. Shaffer stated that Well 12 is under warranty.
  
3. **District Construction/Planning Projects:** Shaffer reported that the new roof and HVAC project for the District Office is underway and should be completed by July 19, 2012.
  
4. **WWSD Subdivision/Development Status Update:** Shaffer reported that Zach Collins has received final plans for the Kum-N-Go gas station. Collins had a few changes, and has sent the plans back to the engineers for final review.
  
5. **Other Topics: Records Retention Policy Development** Shaffer stated that he will be working with Smith to develop a records retention policy. Smith stated that different laws require Special District's to retain records for certain amounts of time. In order to stay in compliance with the law, a new policy needs to be developed.

VII. **Special Reports and Subjects:**

1. **Engineer's Report:** Tamburini stated that they are moving forward on the Long Range Plan.
2. **Attorney's Report:** none

VIII. **Old Business:** none

IX. **New Business:**

1. **Emergency Fire Procedure:** Town stated that during the Waldo Canyon Fire, WWSD was asked if the fire fighters could use WWSD'S resources if needed. Town agreed to let them use any and all resources to fight the fire. Town is concerned about the Woodmoor Community if a fire would start here. Courrau stated that Woodmoor Improvement Association (WIA) has tried to educate the community to be fire wise. Rothberg stated WWSD'S meets the fire flow requirements. Rothberg reported that WWSD does have an emergency plan; each crew truck has mapping and valve schedules to enhance water flows in areas if needed. Shaffer stated that WWSD ran full water tanks during the fire. Shaffer spoke to all WWSD Managers to alert them of special duties that would be needed if the fire reached Monument. Smith stated that her office retains copies of WWSD major records. Shaffer stated that he would contact the Fire Department and WIA to see if they are going to have any community meetings for future education about fire protection in the community. Shaffer will report his findings to the Board next month.

X. **Executive Session:**


It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to: (1) C.R.S. Section 24-6-402(4)(a), for "discussions related to the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and (2) C.R.S. Section 24-6-402(4)(e), "to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators" all related to leasing effluent credits and pending water court cases ." Executive Session commenced at 2:15 p.m. The Board returned to Regular Session at 2:34 p.m.

**Note:** Town spoke about the upcoming SDA conference, and urged all the Board Members to participate.

**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 2:40 p.m.

Respectfully Submitted,

  
Beth Courrau, Secretary