

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 14, 2012 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Town
 Director Courrau
 Director Taylor
 Director Whitelaw
 Director Schwab

Manager: Jessie J. Shaffer
Ass't. Manager: Randy Gillette
Attorney: Erin Smith
Consulting Engineer: Steve Tamburini, Mike Rothberg
Secretary: Marsha Howland
Visitors: Candice Hitt – Our Community News
 Uli Keeley – John Cutler & Associates
 Daniel Niemela – Bishop-Brogden Associates, Inc.

I. **Call to Order:**

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

II. **Reading of the Minutes:**

A copy of the May 10, 2012 meeting minutes of the Woodmoor Water and Sanitation District was provided to each director. 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. It was moved, duly seconded, and unanimously passed that the financial reports be approved.

IV. **Presentation of Draft 2011 Audit:**

Uli Keeley from John Cutler & Associates presented the final 2011 draft audit to the Board. Keeley stated that the audit went well, and she did not have any concerns. John Cutler & Associates issued a clean opinion in the audit draft. Keeley stated that they made a recommendation to management that WWSD take over the responsibility of tracking their fixed assets. Howland has started this tracking process for 2012. Town thanked Keeley for her presentation.

v. **Public Discussion:** None

VI. **Joint Use Committee Report:**

Whitelaw stated that Colorado passed the draft form of Regulations 31 and 85. These Regulations target numeric values for nitrogen and phosphorus. Shaffer stated that one new requirement will be a 24 month testing period, where all the wastewater treatment dischargers will have to monitor and sample the streams on a monthly basis for numeric values of nitrogen and phosphorus. Shaffer stated that it is not clear how many points along the streams will have to be sampled. The Pikes Peak Area Council of Governments (PPACG) is checking to see if benefits would be gained by creating a large group sampling project. The PPACG would develop a data base where the participants would enter their samples. Shaffer stated that one benefit of the program would eliminate two facilities sampling the same stream point. All participants would have access to the data base. Shaffer will have more information on this program as it comes along. Whitelaw stated that Bill Burks is working on a new sludge removal process that will lower the Tri-Lakes Wastewater Treatment Facility's cost for this process.

VII. **Manager Report:**

Shaffer reviewed the Managers Report dated June 14, 2012, a copy of which is attached hereto.

1. **Water Resources Issues:**

- a. **Pikes Peak Water Authority Update (PPRWA):** Shaffer stated that WWSD took the lead on the Transit Loss Modeling Cost Allocation. Shaffer thanked Gillette for his dedication and hard work towards this project. The Palmer Lake gauge will be taken out of the model which will be a cost reduction for the entities. Shaffer stated that he is happy with the cost allocation going into the future.

- b. Monument Lake Case Update:** Shaffer stated that WWSD is continuing negotiations with a draft stipulation with Monument. Shaffer stated that when he has an acceptable stipulation, he will bring it to the Board.

- 2. Operations: Randy Gillette:** Gillette stated that the water billing average for 2012 is at 98%. Gillette reported that WWSD is on lake water now using a 35% blend. Gillette posted this information on the website and sent a blast e-mail to WWSD customers in case they notice a difference in the taste of the water. Gillette stated that he has been working with Tetra Tech to alleviate this issue. Lake Woodmoor is at 70.96. Gillette stated that water demands were up due to the dry weather. Gillette reported that Well 6 is still off line at this time.

- 3. District Construction/Planning Projects:** Gillette reported that WWSD budgeted for a new roof and air condition system for the District office this year. Gillette stated that he has received the quotes and the project will start when the final contracts are completed. At this time, it looks like the project will come in around \$5,000 under budget.

- 4. WWSD Subdivision/Development Status Update:** Gillette reported that the Kum-N-Go gas station is in a holding pattern at this time. Construction design has been held up due to the widening of Highway 105. Gillette stated that he has received some inquires concerning Village Center Filing III, but nothing definite.

- 5. Other Topics:**
 - a. Mid Year Budget Update:** Shaffer reported that he will present the mid-year budget update to the Board in August, 2012.

VIII. Special Reports and Subjects:

- 1. Engineer's Report:** none
- 2. Attorney's Report:** none

IX. **Old Business:**

1. **Long Range Plan (LRP) Update & Conservation Results Discussion:** Shaffer reported that the LRP update is on schedule and within budget. The completion date is set for October, 2012. Shaffer stated that in 2006 when the last update to the LRP was finalized WWSD started moving into more aggressive conservation efforts. The new 2012 LRP is showing less water usage due to these conservation efforts.

X. **New Business:**

1. **Consider Water Lease Renewal with Colorado Water Protective and Development Association (CWPDA):** Shaffer presented a renewal agreement for leasing reusable return flow credits to CWPDA. Taylor suggested a few grammatical corrections to the lease.

Motion:

It was moved by Director Taylor, duly seconded by Director Schwab and unanimously passed that the Board approve the Water Lease Renewal with CWPDA with the corrections made.

2. **Consider Resolution 12-05 Nominating James W. Taylor for SDA Distinguished Board Member Award:** Town stated to the Board that Director Taylor has done a supreme job for WWSD during the last ten years. Smith presented to the Board Resolution 12-05, nominating Director Taylor for the SDA Distinguished Board Member Award for his service and major contributions to the WWSD District.

Motion:

It was moved by Director Courrau, duly seconded by Director Schwab and unanimously passed that the Board approve Resolution 12-05.

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 property, including but not limited to acquisition of land, future facilities locations, disposal and changing of water rights.” Executive Session commenced at 1:40 p.m. The Board returned to Regular Session at 3:43 p.m.

Motion:

It was moved by Director Schwab, duly seconded by Director Courrau and unanimously passed that the Board direct the final 2011 audit to be produced consistent with the draft 2011 audit and filed with the State of Colorado.

Motion:

It was moved by Director Town, duly seconded by Director Taylor and unanimously passed that the Board excuse Director Whitelaw from the July 12, 2012 Board Meeting.

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 3:49 p.m.

Respectfully Submitted,


Beth Courrau, Secretary