

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on November 8, 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
Asst. Manager Randy Gillette
Attorney: Erin Smith
Consulting Engineer: Mike Rothberg
Secretary: Marsha Howland
Visitors: Candice Hitt – Our Community News
 Dave Miller – Natural Energy Resources Co.

I. **Call to Order:**

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

II. **Reading of the Minutes:**

Copies of the October 11, 2012 and October 25, 2012 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:**

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. **Public Discussion:**

1. **Dave Miller – Natural Energy Resources:** Director Whitelaw introduced Dave Miller to the Board. Miller explained the concept of his company. Natural Energy Resources is trying to enlarge limited natural resources. Miller presented the Board with three diagrams, copies of which are attached hereto. The diagrams illustrate the concept of gravity augmentation for high altitude regions such as the Gunnison River. Miller stated that his company is designed to protect and enhance Southwestern farms, valleys, river flows and environments on both sides of the Divide. Miller also stated that his concept would lower utility cost for all customers. Miller asked the Board to write letters to different governmental entities to help him get support for this concept. The Board thanked Mr. Miller for his presentation.
2. **Unscheduled People:** None

V. **Joint Use Committee Report (JUC):** None

VI. **Manger's Report:**

Shaffer reviewed the Managers Report dated November 8, 2012, a copy of which is attached hereto.

1. **Water Resources Issues:** None
2. **Operations: Randy Gillette**
 - a. **Annual Fire Hydrant Maintenance:** Gillette reported that WWSD has completed the annual fire hydrant maintenance program. Gillette stated that 13 hydrants need repairs and 6 hydrants need to be replaced. Gillette stated that he is in the process of replacing and repairing these hydrants.

3. District Construction/Planning Projects:

- a. **2012 Long Range Plan (LRP) Update:** Shaffer distributed the LRP to the Board. Shaffer stated that he needs comments back from the Board Members by November 26, 2012. Shaffer stated that after he receives the comments, he will give the changes to Tetra Tech to have the final draft completed for approval by the Board at the December, 2012 Board Meeting.
- b. **Pre-Disaster Mitigation Plan (PDMP) Working Group Update:** Shaffer stated that he is participating in the PDMP. Shaffer received the first of two written workbooks last week. The first workbook defines probability and severity of disaster occurrences that have already been identified. The second workbook will focus on implantation of plans to reduce the severity of these disasters. A new category was added for acts of extreme violence. After completion of the workbooks there will be meetings to go over the results. Shaffer stated that he is working with Director Taylor to complete the workbooks.

4. WWSD Subdivision/Development Status Update: None

5. Other Topics:

- a. **Wildfire Defensible Zones – Survey Update:** Shaffer thanked Director Schwab for his help to identify WWSD's wildfire defensible zones. Shaffer met with Director Schwab to discuss the zones that need maintenance work completed for fire safety. Schaffer stated that WWSD should be able to handle these tasks internally with WWSD personnel. The complete inspection report is attached hereto.

VII. Special Reports and Subjects:

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

VIII. Old Business: none

IX. New Business:

- 1. Public Hearing – 2013 Proposed Budget:** President Town opened the Public Hearing on the 2013 Proposed Budget at 2:14 p.m. Smith stated that notice of the hearing was duly published according to State Law. Shaffer summarized the changes that were made to the proposed 2013 budget from the budget workshop and the new rates model. The Public Hearing was opened for public comment. Hearing none, the public comment portion of the public hearing was closed.
- 2. Well 6 – New Well 310 Product Discussion:** Shaffer stated that Well 6 failed and has been pulled. A decision needs to be made on the rehab of the well; this includes mechanical and acid cleaning before WWSD puts new equipment down hole. Shaffer reported that there is a product called New Well 310 on the market. Gillette stated that Well 6 has an iron bacteria problem from the well casing. New Well 310 coats the well casing to control the iron bacteria growth in the well. New Well 310 is more expensive and labor intensive than normal cleaning, but reviews show impressive results. Gillette stated that Well 6 is a good test well for this product. The Board agreed to test this product for Well 6.
- 3. Well 5 Electrical Upgrade:** Shaffer stated Well 5 has surface electrical equipment problems. Well 5 is up and running again, but Shaffer stated that he does not know how long the current electrical equipment will last. Shaffer stated that there is allocated funds in this years budget to replace the electrical equipment. The new equipment will cost approximately \$15,000. The Board agreed to upgrade the electrical equipment.
- 4. Fire Hydrant Maintenance Memorandum of Understanding (MOU) with Tri-Lakes Monument Fire Protection District:** Shaffer stated that WWSD has been receiving several calls from customers wanting to know whose responsibility it is to paint and clear the areas around the fire hydrants. WWSD has a MOU with TMFPD, a copy which is attached hereto. Shaffer stated that WWSD needs to have a meeting with TMFPD to clarify responsibilities and update the MOU between the District and the Fire Department concerning water hydrants. Director Taylor suggested that the MOU should include responsibility for general maintenance, repair and replacement of the hydrants.

Motion:

It was moved by Director Courrau, duly seconded by Director Schwab and unanimously passed to approve the existing Memorandum of Understanding with Tri-Lakes Monument Fire Protection District subject to substantial changes as a result of negotiations.

5. **Consider Ratification of SCADA Computer Purchase:** Shaffer stated that after a power outage WWSD's SCADA computer crashed. Shaffer stated that it cannot be repaired, the only part that was salvageable was the hard drive. Shaffer stated that this computer is critical to run WWSD operations. The replacement cost is approximately \$10,000. Shaffer made the decision to replace the computer. The Board agreed with Shaffer's decision.
 - a. **Delegation of Contract Authority Discussion:** Smith and Shaffer prepared a draft Resolution delegating power to Management to authorize contracts, approve change orders, and make expenditures for procure equipment, labor and materials, a copy of which is attached hereto. Smith stated that legally the Board can delegate this power to Management. Shaffer stated that this Resolution is basically for day to day operations. After a lengthy discussion, Shaffer will add the Resolution to the December, 2012 Board Meeting agenda for the Board's approval.
6. **Disposal of used office furniture:** Shaffer stated that WWSD has some used office furniture and asked the Board for approval to dispose of it. The Board suggested that Shaffer give the furniture to a charitable entity.

X. **Executive Session:**

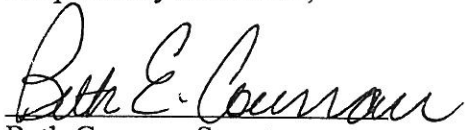
It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to: (1) C.R.S. Section 24-6-402(4)(f), to discuss personnel matters. Executive Session commenced at 3:30 p.m. The Board returned to Regular Session at 4:26 p.m.

Note: The next Board Meeting will be held on December 14, 2012 at 1:30 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 4:35 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Beth E. Courrau".

Beth Courrau, Secretary