

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on October 11, 2012 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Town
 Director Taylor
 Director Whitelaw
 Director Schwab

Manager: Jessie J. Shaffer
Asst. Manager Randy Gillette
Attorney: Erin Smith
Consulting Engineer: Steve Tamburini
Secretary: Marsha Howland
Visitors: Candice Hitt – Our Community News
 Ryan Schoolmeesters – GEI Consultants

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 September 13, 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. Taylor stated that WWSD is in good financial shape. It was moved, duly seconded, and unanimously passed that the financial reports be approved.

IV. **Public Discussion:**

1. **Unscheduled People:** None

V. **Monument Hill Country Club 3rd Request:** Shaffer stated that he sent an e-mail to Vic Harshberger from the Monument Hill Country Club asking if he was coming to this month's meeting, he did not receive a response. Shaffer stated that the Country Club declined the offer that was presented to them last month. The Country Club is now requesting to be billed at the Tier 2 water rate for Tier 3 water they receive through October, 2012. The Board declined this request.

VI. **Joint Use Committee Report (JUC):** Whitelaw stated that everything is running smooth with the JUC and had nothing else to report.

VII. **Manger's Report:**

Shaffer reviewed the Managers Report dated October 11, 2012, a copy of which is attached hereto.

1. **Water Resources Issues:**

a. **JV Ranch:** Shaffer reported that the engineering report was completed and filed with the Court. Shaffer stated that WWSD is moving forward with the Water Court process and he will update the Board as things develop. Town asked if it would be possible to lease water from the JV Ranch for agriculture purposes to help lower the renewable water investment fee. Shaffer will contact WWSD's legal water counsel and report his findings to the Board next month.

2. **Operations Update: Randy Gillette:**

a. **Well 5 Status Update:** Gillette reported that Well 5 is down. Gillette is not sure of the status of the well yet and will report back to the Board when he has more information.

- b. **Distribution System Flushing:** Gillette stated that WWSD has completed the system flushing. Gillette stated that the process went smoothly.

3. District Construction/Planning Projects:

- a. **2012 Long Range Plan (LRP) Update:** Shaffer stated that WWSD has received the first draft of the 2012 LRP from Tetra Tech. The draft has been reviewed internally and the comments returned to Tetra Tech. The second round draft will be distributed to the Board Members for comments next week. Shaffer stated that the Board should be able to adopt the final version of the LRP in November, 2012.

4. WWSD Subdivision/Development Status Update:

- a. **Kum and Go:** Shaffer stated the new Kum and Go station is under construction.

5. Other Topics:

- a. **Wildfire Defensible Zones – Survey Update:** Shaffer stated that he has been working with Director Schwab to create WWSD wildfire defensible zones. Schwab stated that he met with Eric Gross from the Woodmoor Improvement Association (WIA) and has set an appointment for next week to visit WWSD’s well sites. Schwab distributed some information to the Board that WIA provides as a check list for site cleanup. Schwab will bring the site assessments back to the Board next month.

VIII. Special Reports and Subjects:

- 1. **Engineer’s Report:** none
- 2. **Attorney’s Report:** deferred to New Business Item 10-d

IX. Old Business: none

X **New Business:**

- a. **Chilcott Ditch Board Meeting:** Director Town stated that the Chilcott Ditch Board Meeting will be held at WWSD every other month. Town invited WWSD Board Members to the next Chilcott Board Meeting held at WWSD. Town stated that the meetings are very informative. Town also asked WWSD Board members to consider the position of President of the Chilcott Ditch Board next year. Shaffer distributed a copy of the new logo for the Chilcott Ditch Company.
- b. **Draft 2013 Budget:** Shaffer distributed the 2013 draft budget to the Board. Shaffer asked the Board to schedule the budget workshop. The Board scheduled the budget workshop for Thursday, October 25, 2012 at 10 a.m.
- c. **Dave Miller:** Shaffer stated that Dave Miller is the owner of Natural Energy Resources. Shaffer asked the Board if they would be interested in seeing Mr. Miller's presentation on water supply. The Board asked Shaffer to contact Mr. Miller to set up a time for the presentation.
- d. **Setting the Public Hearing on the 2013 Budget:** Shaffer asked the Board to set the date for the public hearing on the 2013 budget.

Motion:

It was moved by Director Taylor, duly seconded by Director Schwab and unanimously passed to set the public hearing on the 2013 budget for Thursday, November 8, 2012 at 1:00 p.m. and order publication on notice.

- e. **Consider Adoption of Resolution 12-06, Establishing Policies Regarding Personal Financial Information:** Smith asked the Board to consider adopting Resolution 12-06. Smith explained that resolution 12-06 allows WWSD staff to give information to landlords concerning former tenants who have left properties in Woodmoor owing monies to WWSD. The landlords are responsible for the debt incurred by the tenants.

Motion:

It was moved by Director Taylor, duly seconded by Director Whitelaw and unanimously passed to adopt Resolution 12-06.

IV. 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 1:27 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Barrie Town', written over a horizontal line.

Barrie Town, President