

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

PRESENT:	Director Town
	Director Courrau
	Director Whitelaw
	Director Taylor
	Director Wyss
Manager:	Jessie J. Shaffer
Ass't. Manager:	Randy Gillette
Attorney:	Erin Smith
Consulting Engineer:	Steve Tamburini
Secretary:	Marsha Howland
Visitors:	Candice Hitt – Our Community News

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

President Town called the meeting to order at 1:09 p.m.

### II. **Board Member Recognition & Presentation:**

District Manager Shaffer presented Director Wyss with a commemorative plaque thanking him for his eight years of service as a Board Director for WWSD. Director Wyss stated that he enjoyed his time as a Board Member, and is happy with the accomplishments WWSD has made during his service.

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

A copy of the March 8, 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.

### IV. **Financial Report:**

Wyss stated that he had reviewed the Financial Reports and had no comments. Town asked when the bond proceed investments would become liquid. Shaffer stated that the maturity dates for each investment coincides with the timeline of scheduled expenses. Shaffer reported that the District funds invested with Integrity Bank will now be targeted for one year CD's in order to take advantage of higher interest rates.

v. **Public Discussion:** None

VI. **Joint Use Committee Report:**

Whitelaw encourage the Board to read an article in Our Community News concerning the new nutrient regulations. Whitelaw stated that Tri-Lakes Wastewater Treatment Facility had an excellent report from their bi-annual compliance inspection conducted by the State of Colorado. Shaffer stated that the JUC Committee decided to postpone their pilot study on phosphorus removal due to the unexpected cost of the chemicals needed to conduct the study.

A. **March Nutrient Pre-Hearing (reg. 85 & 31):** Tamburini briefed the Board about the March pre-hearing for regulations 85 and 31 concerning nitrogen and phosphorus compliance. Tamburini stated that starting between the years 2017 – 2022 Tri-Lakes Wastewater Treatment Facility will have to meet new limits to comply with Regulation 85 for removal of total inorganic nitrogen at the rate of 15 milligrams per liter. Presently they are removing 5 milligrams per liter. Tamburini stated that Tri-Lakes would not have a problem meeting this new standard. Tri-Lakes currently does not have any treatment in place for removing phosphorus. Tamburini stated that Tri-Lakes will have to do chemical additions and remove the phosphorus with bio-substance. Tamburini stated that the chemical cost is substantial and the cost of a new facility to meet the phosphorus standard will be close to \$500,000. Regulation 85 also requires monitoring the discharge streams; the State will use this monitoring data to decide if Regulation 31 is viable in 2022. If Regulation 31 is passed at the limits the Health Department is suggesting, the cost of new facilities for Tri-Lakes to comply will be between 10 and 15 million dollars.

VII. **Manager Report:**

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

1. **Water Resources Issues:**

a. **Pikes Peak Water Authority Update: (PPRWA):** Shaffer stated he did not have anything new to report from PPRWA.

- b. Transit Loss Modeling Cost Allocation Report:** Shaffer reported that WWSD had a good meeting with the technical review committee for the transit loss model. Shaffer stated that he was able to make his point about his concerns with the current cost allocation. The Committee will take WWSD's proposals for new cost allocation back to their supervisors for review and will have a decision for WWSD at the next meeting. Shaffer will bring the results back to the Board in May 2012.
  - c. Liston & Love, Lock, Chilcott & Callahan Water Rights Change Case Update:** Shaffer reported that the deadline for objectors for the water rights change case was at the end of March, 2012. Shaffer stated that there were thirteen objectors. Shaffer reported that WWSD would start the process of negotiations with the objectors to try to clear up their issues with the case. Shaffer reported that BB&A will be delivering their expert report this week for review. The final report will be filed with the Court.
- 2. Operations: Randy Gillette:** Gillette stated that the water billing for March, 2012 was at 89%. Gillette reported that Lake Woodmoor should be full by the first of May. The lake is at 7097.2. Gillette stated that Well 6 and has been pulled due to failure. This well has been in production since 1984. Gillette stated that Well 6 is a low producing well and he has not proceeded any further with it. Well 10 had an equipment failure down hole. The equipment is under warranty and is being inspected at this time.
- 3. District Construction/Planning Projects: Randy Gillette:** Gillette reported that WWSD will start acid cleaning on Well 12 this week. Well 12 will have all new drop pipe and should pump 400 gallons per minute maximum and 350 gallons for normal operations. Gillette reported that the salvage value WWSD is receiving for scrap will come close to off setting the cost of the new drop pipe. Shaffer stated that WWSD should be significantly under budget for the Well 12 project. Gillette is targeting May 1, 2012 to have Well 12 in service. Gillette gave the Board a briefing on new website additions.
- 4. WWSD Subdivision/Development Status Update:** Gillette reported that the Kum-N-Go Gas Station has not been able to complete the necessary road work to open the station. C-Dot is working with the Town of Monument on getting access to the property off of Highway 105. Gillette stated that he has received some preliminary plan reviews for Village Center Filing III. Howland reported that she has received 5 tap applications as of the end of March, 2012, and 2 for April. Shaffer stated that the tap fee budget is looking promising for 2012.

## 5. Other Topics:

- a. **SDA Cover Story Update:** Shaffer reported that the SDA has pushed back the publication of the cover story to May and June, 2012. Bill Ray is close to finalizing the draft of the story. Shaffer will send out the final draft to the Directors soon.
- b. **2011 Audit Status & Continuing Disclosure Statements:** Shaffer reported that WWSD has received the draft audit. Shaffer stated that Howland is working on up-dating WWSD's continuing disclosure statements. Shaffer explained that the disclosure statements will be up-dated annually per our official statement that WWSD submitted for the new revenue bond. The disclosure statements will be included as supplemental information that will be filed with the audit.

## VIII. Special Reports and Subjects:

1. **Engineer's Report:** Tamburini stated that he is working on WWSD's LRP.

**Attorney's Report:** Smith reported the election ballots will be going out in the mail after April 16, 2012. The ballots can either be mailed to the designated election official, or dropped off at the District Office. The ballots must be received by 7:00 p.m. on election day which is May 8, 2012.

## IX. Old Business:

1. **Consider Resolution 12-04 Adopting Availability of Service Charges:** Smith asked the Board to consider adopting Resolution 12-04. Smith explained that Resolution 12-04 memorializes the decisions made by the Board at the March, 2012 Board Meeting. The Resolution states that the availability of service charge per year will be \$25.00. The Resolution also amends the District's rules and regulations concerning the administrative lot combination process.

**Motion:**

It was moved by Director Taylor, duly seconded by Director Courrau and unanimously passed that the Board adopt Resolution 12-04.

**2. Additional SIPA Information and Consider Credit Card Payment Option for Customers:**

Shaffer reported to the Board that Gillette and Director Courrau have been working with SIPA for a credit card option for WWSD's customers. Shaffer stated that Smith has reviewed the contract with SIPA and has approved it. Courrau stated that she was satisfied with SIPA's credit card security and compliance.

**Motion:**

It was moved by Director Taylor, duly seconded by Director Courrau and unanimously passed that the Board to proceed with SIPA for a credit card payment option.

x. **New Business:**

- 1. LRP 2012 Scope and Budget:** Shaffer reported that he has met with Tetra Tech and BB&A to scope out hard line budget numbers for the new LRP. Shaffer stated that Tetra Tech's current quote stands at \$130,000 and BB&A is at \$47,000. Shaffer stated he also has \$15,000 in software upgrades for WWSD's water model, and sewer model. This totals to \$192,000 and WWSD budgeted \$ 170,000. Shaffer stated that with this overage for the LRP, he does not think it will affect the bottom line of the total budget. Shaffer asked the Board for direction making this change to the mid-year budget. The Board directed Shaffer to proceed.

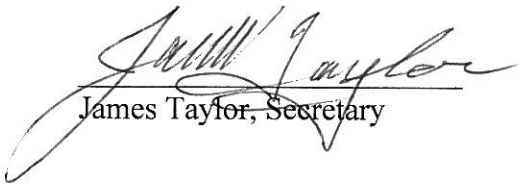
**Note:** Director Town asked the Board to excuse Director Taylor from the May, 2012 Board Meeting. The Board excused Director Taylor.

**Note:** Director Taylor suggested that Board President Town and District Manager Shaffer contact the SDA to set up a presentation time at the SDA conference this September, 2012 regarding WWSD's recent purchase of renewable water. Shaffer stated that he would contact SDA.

**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 2:32 p.m.

Respectfully Submitted,



James Taylor, Secretary