

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on March 8, 2012 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:

Director Town
Director Courrau
Director Whitelaw
Director Taylor

Manager: Jessie J. Shaffer

Ass't. Manager: Randy Gillette

Attorney: Erin Smith

Consulting Engineer: Mike Rothberg

Steve Tamburini

Secretary: Marsha Howland

Visitors:

Candice Hitt – Our Community News

Maria Colosimo – Woodmoor Resident

Mac and Dorothy Davis – Woodmoor Residents

27 Woodmoor Vacant Lot Owners

I. Call to Order:

President Town called the meeting to order at 1:06 p.m.

Motion: It was moved by Director Taylor, duly seconded by Director Whitelaw and unanimously passed to excuse Director Wyss from the March 8, 2012 Board Meeting.

II. Public Discussion:

A. **Unscheduled People:** 27 Woodmoor vacant lot owners attended the Board Meeting. The Board Members and staff introduced themselves to the visitors. In turn, the visitors also introduced themselves. Director Town started the discussion with the history of the ASC charge. Director Town stated that the historical rate of the ASC charge for the last few years has been \$25.00 per year. Director Town stated that he would like to continue this rate going forward in the year 2013. Shaffer stated that another choice would be an administrative lot line vacation, which would eliminate the ASC charge for customers who choose to take this action. Shaffer stated that owners that request the administrative lot line vacation, then decide to sell the vacant lot, the ASC charge would be due for the years it was not collected. This process would be a policy change the Board will consider. The lot owners asked a few more questions concerning the

differences between tap fees and ASC charges. Smith explained that tap fees were delegated to pay capital improvements and ASC charges are used for debt obligation reduction. Director Town ended the discussion, stating that the ASC charge for 2013 would be \$25.00 per year. Town thanked the lot owners for their comments and invited them to stay for the rest of the Board Meeting. The lot owners left the meeting. The Board took at break at 1:40 p.m. and returned at 1:55 p.m.

Motion: It was moved by Director Courrau, duly seconded by Director Whitelaw and unanimously passed that the Board adopt an availability of service charge in the amount of \$25.00 per year to be charged on each lot or residential lot equivalent where water or sewer lines, or both, are installed and ready for connection within one hundred feet of any property line; provided that the District will, when requested, recognize an El Paso County approved administrative lot line vacation; also, provided that the availability of service fees due and owing are paid in accordance with current Rules and Regulations which require full payment at the time the lots are divided and hereby instruct the District's general counsel to prepare a resolution memorializing this action.

- B. **Maria Colosimo:** Ms. Colosimo asked the Board to consider reducing the RWIF fee for low income residents. Director Town stated that the State restricts WWSD from making an exception for any single resident in the District. Ms. Colosimo thanked the Board for listening to her concerns.
- C. **Mac and Dorothy Davis:** Mrs. Davis stated that she and her husband were new to Woodmoor. Mrs. Davis asked for the background history of the JV Ranch purchase. Director Town stated that the history of the JV Ranch purchase is on WWSD's website. Director Town explained the purchase of the JV Ranch was to ensure that Woodmoor residents would have water. Mrs. Davis asked the cost of bringing the water from the ranch to Woodmoor. Shaffer explained that WWSD is working on several different plans for this project. At this time, Shaffer is not able to give an exact cost. Mr. and Mrs. thanked the Board and left the meeting.

III. Reading of the Minutes:

A copy of the February 9, 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:**

Director Taylor asked why the bond proceeds were not listed on the cash statement of the financial statements. Howland stated that the bond proceeds are classed under restricted funds on the balance sheet; therefore the proceeds do not show as spendable cash on the financial statements. It was moved, duly seconded, and unanimously passed that the financial statements be approved.

V. **Joint Use Committee (JUC) Report:**

1. Director Whitelaw stated that the JUC meeting was held on February 14, 2012. Whitelaw stated that he did not have anything new to report from the meeting.

VI. **Manager's Report:**

Shaffer reviewed the Manager's Report dated March 8, 2012, a copy of which is attached hereto.

1. **Pikes Peak Regional Water Authority (PPRWA):** Shaffer stated that Senator King and Representative Marsha Looper had a bill going thru the legislature aimed at stopping or at least postponing the State Health's Department ability to continue with Regulations 31 and 85. Shaffer stated that the bill does not look to be successful.
 - A. **Transit Loss Modeling Cost Allocation Report:** Shaffer stated that he had a meeting with the Loss Modeling Committee. Shafer reported that WWSD proposed five different alternatives on cost allocation. Shaffer said the committee would look at the proposals but would not commit to a different cost allocation at the time of the meeting. . Shaffer said the committee will get back to him with their decision. Shaffer will report back to the Board next month. Shaffer stated that WWSD might look into the project of building its own model for transit loss if the State does not accept any of WWSD's proposals.
2. **Operations: Randy Gillette:** Gillette reported that the water billing for February, 2012 was at 103%. The annual water billing for 2012 is at 93%. Lake Woodmoor is at 7096. 5. Gillette stated that WWSD has been making changes to the website. Gillette will be taking current pictures of all the WWSD facilities to post on the website. Gillette stated that WWSD is getting around 1000 hits per day on the website. Gillette stated that new water conservation tips will be posted soon.

3. **Subdivision Update:** Gillette stated that WWSD received the water allocations for the Kum-N-Go gas station and Buff's car wash. Gillette is now reviewing the drainage plans for these properties. The project is moving forward.

4. **Construction:** Gillette stated that Well 12 is out of the ground. A new pump for Well 12 should be received this week.

5. **Other Topics:**

A. **SDA Cover Story:** Shaffer stated that Bill Ray is working on the cover-story for the SDA magazine. The article will be in the April and May, 2012 issues. The article will also be posted on WWSD's website. An outline of the cover story is attached unto.

B. **Calhan Dam:** Shaffer reported that he received a call from the dam safety engineer. An inspection has been completed on the Calhan Dam. The engineer stated that he has some concerns about the inside face of the dam. There is a seep in the dam that is not being monitored. The safety engineer asked WWSD to start the monitor process. Shaffer stated that he has a meeting with JV Ranch to see, per the lease, whose responsibility it is to make any necessary repairs to the dam.

VII. **Special Reports and Subjects:**

1. **Engineer's Report:** None.

Attorney's Report: None.

VIII. **Old Business:** None.

IX. **New Business:**

1. **Consider Credit Card Payment Option for Customers - SIPA:** Shaffer reported that WWSD has at least five customers per week asking for the option of paying their water bill with a credit card. Shaffer stated that Gillette has been working on a credit card and e-check program with SIPA. SIPA can set up a pay portal link thru WWSD's website; this link will take the customer to SIPA's website for credit card or e-check payments. The credit card process can also be done in WWSD's front office using a credit card reader for a one time \$50.00 charge for the card reader. SIPA does not house any customer financial information for security purposes. The District would not incur any expense for the credit card or e-check transactions. Shaffer stated that WWSD would have to sign an eligible governmental entity agreement which would commit WWSD to fulfill obligations to

train staff and complete the process of setup of the SIPT features. Shaffer stated that Smith would review this agreement if the Board wants to move forward on the project. The cost to the customer using the pay portal for credit cards would be the transaction fee plus .75 cents. The cost for e-checks would be the transaction fee plus \$1.00. The transaction fee is calculated for the amount of the payment plus .75 cents x 2.25%. WWSD does not have to guarantee minimum number of transactions nor commit to a multi year contract. Director Courrau is concerned about safety issues of the card reader in the front office. Gillette will set up a phone conference between staff, SIPA and Director Courrau to discuss security measures. Shaffer will report back to the Board next month.

2. **Discuss opportunity for lowering Well 18:** Shaffer reported to the Board that due to the cost savings recovered on the Well 12 project, WWSD might have the opportunity to start lowering Well 18. Shaffer will have more information for the Board next month.

3. **Election Update:** Smith reported that the deadline for the election process is today. Smith stated that the cost for the mail-in ballot is around \$12,950. Smith stated that almost half of the registered voters in Woodmoor are on a permanent ballot mail voter list, so if the Board decides to use a ballot service, we would still have to mail ballots to the voters on this list. Smith stated that using the mail ballot process usually receives more voter participation. The Board decided to use the mail ballot process.

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 and disposal of water and storage rights, and (3) C.R.S. Section 24-6-402 (4) (f) (I)” to discuss personnel matters.”. The Executive Session commenced at 3:10 p.m. The Board returned to Regular Session at 3:22 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 3:24 p.m.

Respectfully Submitted,



James Taylor, Secretary