

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 20, 2013 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: Marsha Howland
Secretary: Uli Keeley – John Cutler & Associates
Visitors: Matt Beseau - Woodmoor Improvement Association
 Bob Pearsal - Woodmoor Improvement Association
 Candice Hitt – Our Community News

I. **Call to Order:**

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

II. **Reading of the Minutes:**

Copies of the May 9, 2013 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. Director Schwab stated that there is still around \$400,000 in the sewer plant budget left for 2013, and asked if there will be substantial expenses coming in the next 6 months. Shaffer stated that the budget includes capital improvements for the sewer plant that have yet to be completed. It was moved, duly seconded, and unanimously passed that the financial reports be approved.

IV. **2012 Audit Presentation – John Cutler & Associates:** Uli Keeley from John Cutler & Associates presented the WWSD 2012 final financial audit to the Board. Keeley stated that audit went smooth and John Cutler issued a clean opinion. Keeley explained a few changes in the audit verbiage and appearance. These changes were due to new standards that were issued this year. Keeley stated that John Cutler would file the audit with the State. The Board thanked Keeley for her presentation.

V. **Public Discussion:** None

VI. **Joint Use Committee Report (JUC):** Director Whitelaw reported that the JUC discussed Regulations 85 and 31 in the meeting. Whitelaw stated that Tri Lakes Wastewater Treatment Facility (TLWTF) is applying for administrative and construction grant money to help purchase new equipment and build new infrastructures needed to comply with the Regulations. Gillette stated that if TLWTF receives the administrative grant money, it will help to offset the cost of the new master plan for the facility.

VII. **Chilcott Board Meeting Report:** Town reported that the quarterly Chilcott Board Meeting was held on June 11, 2013. Town stated that the Chilcott Ditch Co. had granted a crossing with certain provisions over the ditch to the neighboring church, which owns land on both sides of the ditch. The church has not accepted the agreement at this time. Town reported that the repairs on the Jimmy Camp Creek syphon have been completed. Town reported that the \$25,000 CD that was found will mature in 2015. The Chilcott Board Members had several ideas on how to use these funds, and will decide when the CD matures. The next Chilcott Board meeting will be held in September, 2013. Town will notify WWSD Board Directors when the actual date has been set.

VIII. Manger's Report:

Shaffer reviewed the Manager's Report dated June 20, 2013, a copy of which is attached hereto.

1. Collaborative Organizations/Opportunities:

- a. **Pikes Peak Rural Water Authority (PPRWA):** Shaffer stated that Will Kroger went down to the Arkansas Basin Roundtable to request funding for the WIPS II Study. Mr. Kroger did receive approval for \$35,000. Shaffer stated that the next step will be to request funds from the Colorado Water Conservation Board (CWCB). Kroger will request around \$70,000 from CWCB. Shaffer stated that it will be in September, 2013 before CWCB will accept new requests for funding. Shaffer will keep the Board informed.
- b. **El Paso County 1041 Regulations & PPRWA Efforts:** Shaffer stated that the PPRWA was partially successful with their requests at the 1041 permit hearing. El Paso County did pass the 1041 permitting, but did make some changes due to the PPRWA recommendations. El Paso County changed the threshold from 25 homes to 250 homes for lift station service. They also changed the threshold from 100 to 500 acre feet for any water supply project.

2. Operations: Randy Gillette:

- a. **Water Report:** Gillette stated that WWSD is still looking for a water leak. Gillette stated that on Deer Creek Road there is a fire hydrant that sits in a field. The hydrant had a leak last year, and WWSD staff shut down the line. Staff went to repair the hydrant last week and found that it had a leaky valve. Gillette stated that he will review the meter readings going forward to see if the hydrant is part of the leak problem. Gillette stated that WWSD has an opening for an operator. Gillette reported that the mixers in Lake Woodmoor are not operating at this time. A technician will be in next week to make the repairs on the mixers.

3. District Construction/Planning Projects:

- a. Sundance Center:** Gillette stated that the Sundance Center is doing a small expansion of their building.

4. WWSD Subdivision/Development Status Update:

- a. Misty Acres Filing 2B:** Shaffer reported that the Misty Acres Filing 2B is moving along. They plan to start building houses next month.

5. Other Topics:

- b. Draft “Pipeline” Newsletter:** Shaffer presented a draft copy of the Pipeline, a copy of which is attached hereto. Shaffer asked the Board for any comments or additions they would like to see in the newsletter. Town suggested that articles concerning water issues from different sources might be passed on in the Pipeline. Whitelaw suggested that WWSD should ask for feedback from their customers concerning the Pipeline. Courrau stated that WWSD should include some information on their xeriscaping gardens. Shaffer will e-mail a copy of the newsletter to the Board for any other changes or comments they might have. The Pipeline will be sent out with the July billing.
- c. Update on the Golf Course:** Shaffer reported that the golf course has installed a new liner in their pond. WWSD is delivering water to Monument Hill County Club and it looks like they are moving forward with plans to keep the golf course open. Courrau suggested that WWSD meet with the County Club once a month to keep communications open for any upcoming issues. Shaffer stated that Touchstone Golf has been very appreciative of WWSD’s support.
- d. Marlborough Metro District Regional Reservoir & Support Request:** Shaffer stated that the Norris family has been contemplating building a dam across upper Williams Creek and creating a reservoir. Their interest is to sell water storage capacity and their concept is that it could be used as a regional storage facility. Shaffer stated that he was asked if WWSD would be interested in this potential water storage facility. Shaffer reported that the Norris family asked the entities that were interested in the project to attend the Board of County Commissioners meeting on July 9, 2013 for support. The meeting will be for an approval to create the Marlborough Metro District. The Board is interested in the project and advised Shaffer to attend the meeting.

e. Lake Best Management Practices (BMP) Study (GEI Consultants) Status

Update: Shaffer reported that GEI Consultants is reviewing the contract for the BMP lake study. If both parties agree on the contract, GEI will start the study.

IX. Special Reports and Subjects:

- 1. Engineer's Report:** none
- 2. Attorney's Report:** Smith reported that Resolution 13-02 will be on next month's agenda. Smith stated that per the Board's direction, Resolution 13-02 memorializes the action that the Board took in regard to changing WWSD's block structure and rate increase.

X. Old Business:

- 1. Server Upgrade for Clarity Software – Existing Server Condition:** Shaffer stated that the upgrade for Clarity has been put on hold due to computer issues. Shaffer reported that WWSD's primary server is having major issues. The server is still running, but probably will crash before the end of the year. Shaffer asked WWSD's IT consultant to provide a quote for a new server. The quote came in at \$11,000. The Board approved the expense of the new server.
- 2. Status of Wells 11, 15 & 18:** Shaffer stated that WWSD budgeted \$150,000 for well rehab and replacement. This amount covers 2 wells going down in a year's time. Shaffer reported that this year, WWSD has had 3 wells fail. Shaffer stated that the cost to put new equipment down hole is approximately \$75,000 per well. Shaffer stated that leaving Well 15 down would cause a large deficit in production during the peak of the season. Shaffer asked the Board for approval to replace the equipment down hole for Well 15. Shaffer reported that he has looked at WWSD's current budget, and thinks he can reallocate funds during the mid-year budget review to cover the expense. Shaffer stated that there are a few line items in the budget that can be put on hold until next year. The Board approved the expense for Well 15.
- 3. Unaccounted For Water Status & Update:** Shaffer reported that WWSD has around a 3 million gallon per month distribution leak. Shaffer stated that the hydrant problem Gillette reported on will lower the amount of unaccounted water. Shaffer stated that staff has been looking for this leak since November, 2012. Shaffer stated that if fixing the hydrant leak does not solve the problem, he would like to install totalizing meters at South Tank, North Tank, and 14 turbo type meters where WWSD has pressure reducing valves

to closely track production and pin point in which zone the leak is occurring. Shaffer stated that the cost to purchase and install the meters would be around \$78,000. Shaffer will report next month if the repairs to the hydrant have fixed the leak problem. If WWSD still has a leak problem, he will ask the Board for direction in purchasing and installing the meters.

4. **Update on Land Sale to El Paso County DOT:** Shaffer reported that El Paso County is going to make a proposal regarding the land purchase. Shaffer will report back to the Board when he has more information.

XI. New Business:

Recreational use of District Property: Director Schwab stated that he would like the Board to consider allowing District customers to walk and hike around Lake Woodmoor. Smith stated that she would look into the legal and liability issues of allowing recreational use at Lake Woodmoor and report back to the Board next month. Matt Beseau from the Woodmoor Improvement Association stated he has had several requests for recreational access to Lake Woodmoor. Beseau reported that WIA would be willing to help WWSD in making this project feasible. Beseau stated that there are some preliminary plans in the works to set up a park area in the Dunes. WIA would also like to set up a trail system west of Lake Woodmoor to the Cove. Town asked Beseau to send out an inquiry to the Woodmoor residents to measure the degree of interest and then inform the Board. Shaffer stated that he would work with WIA to gain more information on this project. Shaffer stated that he will bring his preliminary findings back to the Board next month. The Board thanked Beseau for his help and will inform him of their decision when made. Schwab asked the Board if it would be possible to open the JV Ranch for hunting. The Board informed Schwab that during negotiations for the purchase of the JV Ranch, hunting was disallowed.

Note: The Board cancelled the July, 2013 Board Meeting.

XII. **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 3:25 p.m.

Respectfully Submitted,


Beth Courrau, Secretary