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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 September 12, 2013 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:                    Director Town  
                                  Director Courrau  
                                  Director Taylor  
                                  Director Schwab

Manager:                    Jessie J. Shaffer  
Asst. Manager                Randy Gillette  
Attorney:                    Erin Smith  
Consulting Engineer:        Steve Tamburini  
Secretary:                    Marsha Howland

Visitors:                    Candice Hill – Our Community News  
                                  Richard Strom – Woodmoor Resident

I. **Call to Order:**

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

II. **Reading of the Minutes:**

Copies of the August 15, 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. It was moved, duly seconded, and unanimously passed that the financial reports be approved.

IV. **Public Discussion:**

A. **Unscheduled People:** None

V. **Joint Use Committee Report (JUC):** Taylor stated that the JUC discussed the upcoming grant monies that will be received in 2014. Taylor reported that Bill Burks recommended that Jim Kendrick's salary, which is now being paid by Monument Sanitation District, be reimbursed by all the JUC members. Shaffer reviewed the JUC agreement and reported that the JUC needs to decide exactly what Kendrick's services will be in order to define the reimbursement process. Shaffer stated that in his opinion based on the nature of Kendrick's work, he feels the salary should be split in thirds. The JUC will make a decision next month.

VI. **Manager's Report:**

Shaffer reviewed the Manager's Report dated September 12, 2013, a copy of which is attached hereto.

1. **Collaborative Organizations/Opportunities:**

a. **Pikes Peak Regional Water Authority (PPRWA):** Shaffer reported that the PPRWA is waiting for their draft 2014 budget that should come out by October 15, 2013. Shaffer stated that the PPRWA is waiting to hear back from the Colorado Water Conservation Board (CWCB) to see if they are going to allocate any round table funds for the WIPS II study. A decision should be made by the end of September, 2013. Shaffer stated that if the CWBC decides to allocate funds, the WIPS II study should begin next month.

2. **Operations: Randy Gillette:**

a. **Water Report:** Gillette reported that the water report still shows a higher than desired amount of unaccounted for water. Gillette stated that WWSD has solved some of the issues contributing to the unaccounted water, but still is continuing to look for any water that is surfacing. The Board discussed the option of installing the totalizing and turbo meters to locate which zones the leaks are occurring in now or wait until the cost can be budgeted for in 2014. The Board decided to wait and see what percentage the September, 2013 water report shows for unaccounted water before making a decision on purchasing the meters. Gillette stated that WWSD operators will begin the fire hydrant water flushing process this month.

### **3. District Construction/Planning Projects:**

- a. Standard Details & Specifications in Progress:** Shaffer stated that WWSD is working on bringing the Board the final draft of the system specifications in regards to construction quality control and procedures. Shaffer stated that development is starting to rise in Woodmoor and the current system specifications have not been updated since 1997. Shaffer hopes to have a final draft completed by the end of the year.
  
- b. Lake Best Management Practices (BMP) Study Report:** Shaffer stated that he and Gillette had a meeting with Craig Wolf from GEI. Wolf stated that he would like as much data as possible from the taste and odor pilot study before completing the BMP study report.
  
- c. T & O Pilot Study Report:** Shaffer reported that WWSD has ordered the equipment for the T & O pilot study report. Shaffer will report back to the Board as the study progresses.

### **4. WWSD Subdivision/Development Status Update:**

- a. La Plata – Lake Property Update:** Shaffer reported that he has met with the La Plata developers. The developers are getting ready to start the El Paso County permit process for the Dunes. Shaffer stated that La Plata provided him with an easement plan, which WWSD is reviewing now. Shaffer stated that the El Paso County process takes between 6 and 8 months.

### **5. Other Topics:**

- a. Draft 2014 Budget to be delivered in October:** Shaffer reported that he will bring the draft form of the 2014 budget to the Board in October.
  
- b. Update on Kings Deer HOA Extra-Territorial Service Agreement:** Shaffer stated that he is still waiting to hear from Kings Deer HOA on their decision for the extra-territorial service agreement with WWSD.

**Note:** Gillette announced to the Board that Zach Collins received an award for WWSD from the Rocky Mountain Water Environment Association for valuable support to the success of the organization.

VII. **Special Reports and Subjects:**

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

VIII. **Old Business:**

1. **Discuss Interview Process for Potential Board Appointee:** The Board decided to hold a Special Board Meeting on Monday, September 23, 2013 to conduct interviews for the open Board Director position.
2. **Discuss Recreational (Trail) Use of Lake Woodmoor:** Shaffer stated that he met with the Woodmoor Improvement Association (WIA) to see where they are with the plans for the trail system around Lake Woodmoor. Shaffer presented WIA's preliminary plan. Shaffer stated that WIA received around 90 feedback comments concerning the trail, of which 30 residents living around Lake Woodmoor rejected the idea. Shaffer informed WIA that WWSD would not fund the project, but would help in other ways. WIA stated that they are researching different options to fund and maintain the trail system. They are going to look for volunteers to work on the trail and different companies to donate materials. Shaffer stated that the project is still in the investigative stage and he will report back to the Board as he receives more information.

IX. **New Business:**

1. **Consider Executing Agreement with Raftelis for Rate Modeling:** Shaffer reported that he has been in contact with John Gallagher for WWSD's rate modeling. Mr. Gallagher is now employed at Raftelis, which is a company that specializes in Special District finance and rates modeling. Shaffer stated that he and Smith reviewed the rates modeling agreement with Raftelis, and is waiting for a few minor changes to be made. Shaffer asked the Board to consider executing the agreement with Raftelis when the changes have been completed.

**Motion:**

Upon motion by Director Taylor, and second by Director Courrau, the Board unanimously voted to approve the agreement with Raftelis and for District Manager Shaffer to sign the agreement upon completion.

**Note:** President Town suggested that WWSD start up some District programs involving the community. Shaffer will bring some ideas back to the Board next month.

- 2. Consider Acceptance of El Paso County Offer:** Shaffer asked the Board to consider accepting El Paso County's offer to purchase Parcel B, Heights Filing Two.

**Motion:**


Upon motion by Director Schwab, and second by Director Courrau, the Board unanimously voted to approve the agreement with El Paso County to purchase Parcel B, Heights Filing Two.

Note: Agenda Item - Executive Session was deleted.

**x: 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 2:38 p.m.

Respectfully Submitted,

  
Beth Courrau, Secretary