

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 18, 2018 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Taylor Director Wyss Director Bush Director Hanson Director Roddam
Manager:	Jessie J. Shaffer
Assistant Manager:	Randy Gillette
Attorney:	Erin Smith
Secretary:	Marsha Howland
Visitors:	Chad Alevras - Gregory & Associates / Lincoln Financial Advisor John Cutler - Cutler & Associates James Howald - Our Community News

- I. **Call to Order:** President Taylor called the meeting to order at 2:00 p.m.

- II. **Reading of the Minutes:** Copies of the May 17th and 24th, 2018 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved, duly seconded, and unanimously passed that the meeting minutes be approved.

- III. **New Business:**
 - A. **Appointment to Fill Vacancy on Board of Directors:** President Taylor asked Tom Roddam if he would like to accept or decline the vacant seat on the WWSD Board of Directors. Roddam stated that he would like to accept the appointment.

Motion: Upon motion by Director Bush, and seconded by Director Hanson the Board unanimously voted to appoint Thomas Roddam as a Director on the Board of Directors of the Woodmoor Water & Sanitation District No. 1. Director Roddam's term will end May, 2020.

Smith requested that Howland administer the Oath and asked Director Roddam to please stand. Thomas Roddam repeated the Oath and was sworn in as a Board Director for the Woodmoor Water & Sanitation District No. 1.

B. Consider Authorizing Banking Signatory for Newly Seated Director: President Taylor asked the Board to consider adding Director Roddam to the Community Banks signature cards for WWSD's operating account.

Motion: Upon motion by Director Hanson, and seconded by Director Bush the Board unanimously voted to add Director Roddam to the Community Banks signature cards for the Woodmoor Water and Sanitation District No. 1 operating account.

C. Consider Transitioning to the Lincoln Alliance Platform for the District's 457(b) Plan: Shaffer stated that the District's 457(b) plan has always been managed by Gregory & Associates. Shaffer stated that WWSD is eligible to move the 457(b) plan to a new Lincoln Alliance platform at no cost to the District. Shaffer reported that participants would save money on lower management fees and have more investment products to choose from. Shaffer asked the Board to also consider offering a Roth IRA to the employees. Shaffer stated that the Roth would be employee-only funded, with no cost to the District. Shaffer introduced Chad Alevras the District's Lincoln Financial Advisor to the Board. Alevras stated that this new platform provides many new services to the District. Alevras reported that whatever funds the employees are now invested in, will transition into the new platform. If an investment is not offered in the new platform, the employee can keep the fund, but will not be able to add additional funds to it. Alevras stated that there will be a 30 day black-out period at the end of the transition period, during which time employees will not be able to move funds around. Shaffer stated that if the Board approves the new platform, there will be a training session for the employees. Alevras stated that the process will involve an authorization to implement the new platform. When Lincoln receives the authorization they will create a new plan document to be signed by the plan administrator. When the new plan document is approved, Lincoln will move forward with the transition to the new platform.

Motion: Upon motion by Director Wyss, and seconded by Director Hanson the Board unanimously voted to move forward with the transition to the Lincoln Alliance Platform. The Board authorized either Jessie Shaffer or Marsha Howland to sign the new plan documents.

D. 2017 Financial Audit Presentation - John Cutler & Associates: Shaffer introduced John Cutler, who is the District's auditor, to the Board. Cutler stated that the District is required by The State of Colorado to have an outside audit conducted every year. Cutler stated that the 2017 audit went well and only the standard adjustments were made. Cutler reported that the District is in a good financial status, and he will send the audit to The State of Colorado as required. The Board thanked Cutler for his presentation of the 2017 audit.

Motion: Upon motion by Director Wyss, and seconded by Director Hanson the Board unanimously voted to accept the 2017 financial audit.

IV. Old Business:

A. Consider Resolution 18-04 Setting the Regular Board Meetings of the District to Occur on the 2nd Monday of Each Month Beginning July, 2018: Shaffer asked the Board to consider adopting Resolution 18-04, formally changing the regular monthly Board Meeting from the 2nd Thursday of the month to the 2nd Monday of the month.

Motion: Upon motion by Director Hanson, and seconded by Director Roddam the Board unanimously voted to adopt Resolution 18-04.

V. Financial Report: Director Wyss stated that he has reviewed the financial statements and reported that the District did not receive any tap fees for the month of May 2018, which Howland confirmed. Director Wyss did not have any changes to the financial reports. It was moved, seconded and unanimously passed that the financial reports be accepted.

VI. Public Discussion: None

- VII. **Joint Use Committee Report:** Director Hanson reported that the biochemical oxygen demand levels were high in North Woodmoor. Gillette stated that he is looking into the issue and trying to set up extra sampling in that area. Gillette should have more information next month.
- VIII. **Chilcott Ditch Company / JV Ranch Report:** Gillette reported that the augmentation station is shut down at the Chilcott Ditch due to the erosion. Gillette stated that a contractor put rocks underneath the apron of the augmentation station for a temporary fix, but with the rocks settling, it caused expanded erosion. Gillette reported that the contractor is now putting in rock under the apron and then pouring concrete over the rocks to create a channel for the water. Gillette stated that he is still waiting for the design from Matrix for the permanent repair to the erosion issue. Shaffer stated that the loan application for the erosion permanent repair has been submitted to the CWCB Board, and he feels that the CWCB Board will approve the loan. Shaffer stated that Chilcott will continue to make water deliveries to the shareholders during the repair of the augmentation station.
- IX. **Manager's Report:** Shaffer reviewed the manager's report dated June 18, 2018 a copy of which is attached hereto.

A. Collaborative Organizations/Opportunities:

- i. PPRWA: Shaffer stated that the PPRWA is on summer hiatus. Shaffer stated that Senate Bill 167 regarding the 811 locates did pass. Shaffer stated that WWSD will be transitioning to the Tier 1 Membership. Shaffer stated that WWSD will not have to pay for the membership until 2020. Shaffer stated that the membership cost around \$300 - \$400 a month, depending on the amount of locate request.

B. Operations Update:

- i. Water Report: Gillette stated that the unaccounted water percent for May was 6%. Gillette stated that he sent out a blast email notifying the residents that WWSD will begin treating a blend of water from Lake Woodmoor and the wells for the summer water demand. Gillette asked the Board to notify him if they should have any taste or odor issues with the water.

C. District Construction/Planning Projects:

- i. Well 21: Shaffer stated that due to a material supply issue with the gravel pack for Well 21, the construction is on hold. Shaffer stated that the delivery of the gravel pack should be delivered by the end of June. Shaffer stated that he is communicating with the residents that live around the well site to let them know when to expect the construction to start.

D. WWSD Subdivision/Development Status Update: None.

E. Other Topics:

- i. Reminder - 4/10 Pilot Work Schedule Begins Thursday, June 21, 2018: Shaffer reminded the Board of the new employee schedule. Shaffer stated that the office hours will be Monday through Thursday 7:00 a.m. - 5:30 p.m.

X. Special Reports:

- i. Engineer's Report - None
- ii. Attorney Report: None
- iii. WIA Report: Bush reported that at the next WIA meeting the current ownership of the Country Club is going to pitch a creation of a Special District that would create funds to purchase the Country Club. Bush will have more information concerning this issue next month. Hanson stated the residents living around Hidden Pond will also attend the next WIA meeting regarding WIA Board's decision on whether or not to breach the pond.

XI. Executive Session: It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to: C.R.S. Section 24-6-402: (1) Subsection (a) for discussions related to the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and (2) Subsection (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and (3) Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions; all related to water rights and wastewater treatment. Session commenced at 3:16 p.m. The Board returned to Regular Session at 3:35 p.m.

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 3:36 p.m.

Record of June 18, 2018 Board Meeting

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'B. Bush', written over a horizontal line.

Brian Bush, Secretary