

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on January 14, 2019 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Taylor Director Bush Director Wyss Director Roddam
Manager:	Jessie J. Shaffer
Assistant Manager:	Randy Gillette
Attorney:	Erin Smith
Secretary:	Marsha Howland
Visitors:	James Howald - Our Community News

I. Call to Order: President Taylor called the meeting to order at 1:00 p.m.

Motion: Upon motion by Director Bush, and seconded by Director Wyss the Board unanimously voted to excuse Director Hanson from the Board Meeting.

II. Reading of the Minutes: Copies of the December 10, 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. Disposal of de minimis District Office Equipment (computers, e-tablets, old cell phones, etc.) Shaffer reported that the District has a surplus of old electronic equipment that he would like to dispose of. Shaffer stated that the old office computers are wiped clean of all information. Shaffer reported that he would either sell the old equipment to employees or donate it to Goodwill.

Motion: Upon motion by Director Wyss and seconded by Director Bush the Board unanimously voted to allow District Manager Shaffer to either sell or donate the old office equipment.

B. Consider Adoption of Resolution 19-01 - Annual Administration Resolution: Smith stated that this is the standard Annual Resolution that the District adopts each year. Smith reported that the Resolution covers State rules and compliance regulations. Smith summarized the laws described in Resolution 19-01. Smith asked the Board to consider adopting Resolution 19-01.

Motion: Upon motion by Director Bush and seconded by Director Wyss the Board unanimously voted to adopt Resolution 19-01.

C. Consider Adoption of Resolution 19-02 - Revising Backflow Prevention Policy (Appendix G of District Rules and Regulations): Shaffer reported that Resolution 19-02 is adopting a new version of Appendix G in the District's Rules and Regulations. Shaffer stated that the Colorado Department of Health revised their Regulation 11 dealing with backflow prevention requirements, devices, testing, and programs on how to mandate backflow controls. The Department of Health also mandated to all water providers to have a policy and a written backflow program in place for their review if requested. Shaffer stated that all the new requirements are in place with Resolution 19-02 and the revised Appendix G. Gillette reported that the District already had a backflow policy in place, and this document was revised to meet all the new requirements for Regulation 11.

Motion: Upon motion by Director Bush and seconded by Director Wyss the Board unanimously voted to adopt Resolution 19-02 and approve Appendix G in the District's Rules and Regulations.

IV. Old Business:

A. Consider Approval of Supplemental Water Service Agreements: Shaffer asked the Board to consider approving the execution of supplemental water service agreements with FHAM, LLC, Monument Hill Business Park, LLC, and Cipriani, LLC and approving the Board President to sign all the above agreements. Shaffer stated that the Board directed him to formalize these three supplemental water service requests a few months ago when they were first presented to the Board. Shaffer stated that he did not make any changes to the original requests.

Motion: Upon motion by Director Wyss and seconded by Director Roddam the Board unanimously voted to approve the Supplemental Water Service Agreements with FHAM, LLC, Monument Hill Business Park, LLC and Cipriani, LLC. The Board also approved the Board President to sign all three agreements.

B. Consider Approving Implementation of the 4/10 District Work Week Schedule on a Non-Trial Basis: Shaffer presented a summary of data he collected regarding the 4/10 work week since the start of the trial period in June of 2018. The data includes employee feedback, overtime, customer service, and either cost or savings to the District. Shaffer stated that employees completed an anonymous online survey regarding the schedule, and the results proved that employees favor the 4/10 work week. Shaffer stated that Howland tracked the overtime for the last five years and overtime was not increased due to the new schedule. Shaffer stated that staff conducted a phone survey to 50 District customers and around 80% did not know about the new hours, due to using the District's online services instead of coming into the office. The survey also asked customers if the schedule would cause them any issues now that they know about it, and the results were neutral. Lastly, Shaffer stated that the schedule did not save or cost the District any additional funds. Shaffer stated that the 4/10 work schedule seems to be a good fit for the District and asked the Board to approve implementation of the 4/10 work week on a non-trial basis. The Board approved the 4/10 work week schedule. Shaffer stated that he would bring policy changes regarding the schedule to the Board next month for consideration.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements, and does not have any changes. It was moved, seconded and unanimously passed that the financial reports be accepted.

VI. **Public Discussion:** None.

VII. **Joint Use Committee Report:** None.

VIII. **Chilcott Ditch Company / The Ranch Report:** Gillette reported that Wildcat Construction is working on the armament project. Gillette stated that the project is on schedule. Gillette reported that WWSD will be hiring two new full-time employees this year for the ranch. Director Wyss requested pictures showing the process of the armament project at the augmentation station.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated January 14, 2019 a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

1. PPRWA: None.

B. Operations

- i. **Water Report:** Gillette reported that the unaccounted water percent for the December was at 19%. Gillette stated that 2018 ended with an 8% unaccounted water total, which is within industry standards. Gillette reported that the District had 19 main breaks between October and December 2018, and 7 main breaks so far in January 2019. Gillette stated that the operations staff really had to step up to repair the breaks, and they have done an excellent job. The Board discussed different options for main replacement and repair projects. Gillette stated that his goal is to develop a plan for water main replacements to present to the Board for budgeting purposes.

C. District Construction/Planning Projects:

- i. **Well 21 (Drilling, Site Work and Transmission Line):** Shaffer reported that he should have completed plans for the well house by the end of this week. After review of the plans, Shaffer will put a bid out for the construction. Shaffer stated that the new well pumping test came in at 250 gallons per minute.
- ii. **Monument Hill Road Sewer and Water Line Replacement:** Shaffer stated that this project is 85% complete, and is on schedule.

D. WWSD Subdivision/Development Status Update:

- i. **The Beach at Woodmoor:** Shaffer reported that contractors are working on the north side of this development. Shaffer stated that developers are working on some redesigning issues on the south side of Lake Woodmoor Drive.
- ii. **North Bay at Lake Woodmoor:** Shaffer stated that he is working on the license agreement for this development.
- iii. **Wellness Center Main Extension & Fire Hydrant:** Shaffer stated that contractors are working on testing the new fire hydrant.

E. Other Topics: None.

X. Special Reports & Subjects:

- i. Engineer's Report: None
- ii. Attorney's Report: None.
- iii. WIA Meeting Report: Director Bush reported WIA's annual meeting is the 28th of January, and a reorganization meeting on the 30th of January. WIA will elect three Board Members at the meeting Bush stated that the residents trying to purchase the Walters property are working on raising money to purchase the property thru a Go-Fund-Me website.

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 a potential agreement(s) with Hanna Ranch and JUWI, Inc. and Colorado Springs Utilities. Session commenced at 2:44 p.m. The Board returned to Regular Session at 3:22 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 3:23 p.m.

Record of January 14, 2019 Board Meeting

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Brian Bush", with a long horizontal line extending to the right.

Brian Bush, Secretary