

## **RECORD OF PROCEEDINGS**

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSO) Board of Directors was held on December 20, 2021, at the Woodmoor Water and Sanitation District No. 1 office.

**PRESENT:** President Bush  
Director Beley  
Director Clewe  
Director Wyss  
Director Roddam

**Manager:** Jessie J. Shaffer

**Operations:** Dan LaFontaine

**Attorney:** Erin Smith

**Office Manager:** Cory Lynch

**Visitors:** Chuck Calkins- Mountain Springs Recovery  
Andrew Rheem- Raftelis  
James Howald- Our Community News  
Jackie Burhans- Our Community News  
David Hamilton-Smith- Resident  
Cindy Ulrich- Resident  
Bill Davis- Resident

**I. Call to Order:** President Bush called the meeting to order at 12:58pm.

**II. Reading of the Minutes:** Copies of the November 15th, 2021, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. President Bush highlighted a slight language change in the minutes in paragraph 9-2 in the operations update separating out the water and sewer report.

**Motion:** President Bush entertained a motion to accept the November 2021 Board minutes. It was moved by Director Roddam, duly seconded by Director Clewe, and unanimously passed that the meeting minutes be approved.

### **III. New Business:**

A. President Bush opened the Public Hearing on the 2022 proposed rates.

- (i) Presentation of the proposed rates- Raftelis Financial Consultants. Andrew Rheem reported the following rate changes: Overview  
Potable and non-potable water tap fees to increase 5%  
Water service charges to increase 5%. No increase to RWIF.  
Sewer rates to increase 2.1%  
A typical resident will see an approximate increase of 2.8% or \$3.00 per month.

Over the next five years, the projection for water rates is an increase of 5% for the next two years, and 4% for the following three years. Sewer rates are projected to increase 2% yearly for the next five years. These proposed rate increases are necessary to get the balanced cost of service met for 2026.

(ii) Public Comment- Resident Bill Davis voiced his concern about the rate increases.

President Bush explained all the needs and reasons for the rate increases. Bill Davis asked what the water base rate covers. Shaffer explained that even if no one used any water, we would still have significant overhead and fees that need to be covered and the water base rate helps to cover those expenses. Resident David Hamilton-Smith asked for the breakdown that covers the base rate. Shaffer responded that the breakdown is an extensive spreadsheet. President Bush stated that the proposed budget would answer many questions and that Mr. Hamilton-Smith was welcomed to stay and hear about the proposed 2022 budget.

B. President Bush asked if there were any other public comments and then closed the public comment period on the proposed 2022 rates.

President Bush announced he was going to change the order of the new business.

G. Consider Resolution No. 21-06 Approving Fees, Rates, and Charges for Domestic Water and Sanitary Sewer for 2022. President Bush pointed out that there was a missing page in Appendix B that did not make it into the packet. On that page was the tap fees schedule to increase 5% across the board. The page will be added to the formal resolution.

**Motion:** President Bush entertained a motion to adopt the 2022 rates in Resolution 21-06. Director Roddam motioned to approve, and Director Beley seconded to approve and the Board unanimously voted to accept Resolution 21-06.

C. Public Hearing on 2021 Amended Budget

(i) Presentation of Amended 2021 Budget. Shaffer explained that any time we exceed our budgeted expenditures, we must file amended budget. This year, we refinanced our debt and the costs exceeded the 2021 budget in the area of the debt service reserve fund.

(ii) Public Comment: None

D. President Bush closed Public Comment period on the 2021 Amended Budget.

H. Consider Resolution No. 21-07 Amending the District's 2021 Budget

**Motion:** President Bush asked for a motion for item H, Resolution No. 21-07 Amending the District's 2021 Budget. Director Roddam motioned to accept and Director Wyss seconded to approve, and the Board unanimously voted to accept Resolution 21-07.

E. Continuation of Public Hearing on Proposed 2022 Budget

(i) Shaffer presented the highlights and stated there were no changes to the November draft except for the property and liability insurance and workers compensation. In addition, the vehicle expenses increased by \$25,000. Overall revenue is projected at \$13.2 million and total expenditures at \$13.28 million. Actual revenue is projected at \$9.4 million so approximately 3.8 million is coming out of savings to fund needed projects including Well 22.

(ii) Additional Public Comment: None

F. President Bush Closed Public Comment on 2022 Proposed Budget

I. Consider Resolution No. 21-08 Adopting a Budget and Approving the Appropriation of Money for 2022

**Motion:** President Bush entertained a motion to approve Resolution 21-08. Director Wyss motioned, Director Roddam seconded, and the Board unanimously voted to accept Resolution 21-08.

J. Consider Approval of 2022 Management Contract Between Chilcott Ditch Company and the District. Shaffer outlined the contract and stated that the District owns 55% of Chilcott Ditch. Chilcott Ditch contracts with the District to manage all administrative and maintenance requirements. The District charges Chilcott Ditch a \$1500 monthly fee for administration and \$31 per man hour of maintenance. Director Clewe asked about foreign water. Shaffer explained that they are original water rights/native water that came with Chilcott Ditch.

**Motion:** President Bush asked for a motion to adopt Approval of 2022 Management Contract Between Chilcott Ditch Company and the District. Director Roddam motioned, Director Wyss seconded and the Board unanimously voted to accept the 2022 Management Contract Between Chilcott Ditch Company and the District.

**IV. Old Business:**

Consider Execution of Amended and Restated Supplemental Water Service Agreement with FHAM, LLC. Shaffer explained that Mountain Springs Recovery is owned by FHAM, LLC. They previously requested from the Board to modify their existing supplemental water agreement. This was due to the purchase of the duck pond adjacent to their property, a future recreation facility and growth in the number of beds in the facility. Chuck Calkins from Mountain Springs Recovery presented his case to the Board to be able to purchase tier 2 versus tier 3 water. The Board's decision remained unchanged.

**Motion:** President Bush considered a motion and a second to allow him to sign and approve the Amended and Restated Supplemental Water Service Agreement with FHAM, LLC. Director Roddam motioned, Director Wyss seconded and the Board unanimously voted to accept the Amended and Restated Supplemental Water Service Agreement with FHAM, LLC.

**V. Financial Report:**

Director Wyss stated that he reviewed the financial statements for November 2021 and did not have any changes. He commented that the District has good cash reserves and is 92% on budget.

**Motion:** Upon motion by Director Roddam and seconded by Director Beley, the Board unanimously voted to accept the November 2021 financial reports.

**VI. Public Discussion:**

Resident David Hamilton-Smith is concerned about the lack of communication to the residents living around Lake Woodmoor. He requested that the residents be included in the next meeting to discuss revegetation due to the lake project. Resident Cindy Ulrich asked what the plan was for revegetation. President Bush offered to have a Board member attend their next HOA meeting to discuss the plans for revegetation.

President Bush skipped to the Managers Report to inform residents about Lake Woodmoor

**IX. Manager's Report: Shaffer provided the manager's report.**

**5. Other Topics:**

- a. Lake Woodmoor. Shaffer informed the Board that the contractor at Lake Woodmoor has major safety concerns. It was proposed that there be no pedestrian access in the construction area until the after the completion. Director Roddam suggested physical barriers to be installed. Resident David Hamilton-Smith asked if there could be specific hours for access and the Board denied the request.

**VII. Joint Use Committee Report:**

Plant operations are running smoothly as reported by Bill Burks. In a year end accomplishment report, the plant report processing 471million gallons of waste water with no violations.

**VIII. Chilcott Ditch / The Ranch Report:**

The Ditch and the Ranch operations are shut down. There is a full lake at the Ranch and enough water is sent down to cover evaporative depletions. Ken and Kenton are now up at the District.

**IX. Manager's Report: (Continued) Shaffer provided the manager's report.**

**1. Collaborative Organizations / Opportunities:**

- a. PPRWA – Starting in January
- b. Loop Group – Loop Study Update. Formally applied for grant money from ARPA for \$45 million. The money can only be used for water, sewer, broadband or Covid related projects. County is hiring a consultant to help allocate the money.

**2. Operations Update**

- a. Water Report: LaFontaine reported a 5% loss that brought our annual average down 7%. CWTP was offline all month during the renovation with a usage of 1000 gallons for leak testing and filling new pre-treatment tank. There were six breaks in November with three saddle failures and three sheers.
- b. Sewer Report: Nothing to report at this time.

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

- a. CWTP Progress Update. The new PLC is on sight and electrical is being installed.
- b. LPS2 Progress Update. There have been extremely tight deadline schedules that the contractor is in tune with and the timeline and the refill schedule. The lake must begin to refill in January 2022. Shaffer had photos and the explained the re-fill plan.

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

- a. Cloverleaf: The District is receiving preliminary construction plans and layouts
- b. Monument Junction: They are moving forward with the subdivision and looking at 600 SFE.
- c. MGP: Northwest part of District to include 514 SFE

**X. Special Reports & Subjects:**

- a. Engineer's Report- None
- b. Attorney's Report- None
- c. WIA Meeting Report-
  - 1) Signed agreement for WIA to maintain SRTS East of Woodmoor Drive
  - 2) Walters Open Space presented a special warranty deed and agreement to donate the preserve. WIA responded and no other communication has been received back.
- d. President Bush stated that three of the five Board members are coming up for re-election in 2022. Need to self-nominate by the end February of 2022. Cory Lynch will notify you if you are up for re-election.
- e. New Meter Program: The new meter manufacturer Kamstrup was chosen for the meter change out program.

**XI. Executive Session:**

None

**XII. Adjournment:** There being no other business before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously, and the meeting adjourned at 15:11.

**Record of December 20, 2021, Board Meeting**

Respectfully Submitted,



William Clewe, III, Secretary