

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on May 10th, 2021, at the Woodmoor Improvement Association Barn.

PRESENT:	Director Bush Director Roddam Director Wyss Director Clewe Director Hanson
Manager:	Jessie J. Shaffer
Operations:	Dan LaFontaine
Attorney:	Erin Smith
Office Manager:	Danielle Hyde
Visitors:	James Howald – Our Community News Jim Manire – Hilltop Securities

- I. **Call to Order:** President Bush called the meeting to order at 1:05 p.m.

- II. **Reading of the Minutes:** Copies of the April 12th, 2021 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. Shaffer gave a brief introduction to Jim Manire of Hilltop Securities who has been the District's financial advisor for several years. Now may be a good time to refinance the District's revenue bonds. Director Wyss will assist in the refinancing. Manire presented the Board with some financial figures and a brief overview of the current market regarding interest rates. The District could benefit with a 25% savings in interest should the market remain as is. Manire presented each Board Director with a copy of the engagement letter allowing Hilltop to perform financial planning, debt management, and financial

implementation on behalf of the District. Manire recommends Sherman & Howard to act as Bond Counsel. The underwriters must bid (three to four candidates). Director Bush would like to be presented with multiple options available, such as refinancing only a portion of the outstanding bonds and using cash reserves to pay off the remaining debt. Manire agreed that Hilltop would perform its due diligence and provide several options to the District. The Delegation Resolution is to be completed at the June 2021 Board meeting and the Approval of Bond Parameters Resolution will be completed at the July 2021 Board meeting.

Motion: Upon motion by Director Wyss, and seconded by Director Roddam, the Board unanimously voted to execute the engagement letter with Hilltop Securities.

Shaffer reported that \$29k is to be paid to Hilltop and \$90k to be paid to Sherman & Howard. These fees are a budgeted line item to be paid out of cash reserves and not included in the refinancing amount.

Motion: Upon motion by Director Wyss, and seconded by Director Hanson, the Board unanimously voted to execute the engagement letter with Sherman & Howard.

IV. Old Business:

A. None.

V. Financial Report: Director Wyss stated that he has reviewed the financial statements for April 2021 and did not have any changes. The Board accepted the April 2021 financial reports.

VI. Public Discussion: None.

VII. Joint Use Committee Report:

A. Director Hanson reported the JUC had about \$6k spending outside of the April budget for some minor repairs such as sump pump, etc. Overall, the Committee is at 25% of the budget spend for the year, well under budget for YTD.

VIII. Chilcote Ditch Company / The Ranch Report: Shaffer reported the Ranch crew has rehabilitated all the ditches and drilled in all the seed. They have completed all nutrients required to start the grass grow. Shaffer has a positive outlook for Ranch operations this season. LaFontaine reported extensive cleaning efforts at the Ditch. The District Engineer is finalizing plans for the

placement of a new gate to monitor the flows at the Ditch more accurately. Ponds are full and ready to irrigate as soon as the weather allows.

IX. Manager's Report: Shaffer reviewed the manager's report dated May 10th, 2021, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

- i. PPRWA: Shaffer stated there is not much to report at this time other than a new, prospective bill for Special Districts being brought to the state legislature. The bill would require Special Districts to be more transparent and post additional information such as a Notice of Elections by the designated elected official. Shaffer is not concerned that the bill would affect the District in any way.

B. Operations

- i. Water & Sewer Reports: LaFontaine reported some small changes in the layout of the Water and Sewer Reports to provide more accurate and relevant information. LaFontaine and the operators are still researching to determine where the unaccounted water is going. There was one main break and two service failures in April. There were no sewer issues except for one small backup, which affected only one house. The annual Consumer Confidence Report was sent out to customers. One customer did contact LaFontaine and requested that future reports be simplified so the average consumer can easily understand the report. Director Bush asked LaFontaine if replacing a few of the meters to test their accuracy would assist in the unaccounted water. LaFontaine agreed and there is a plan to replace some meters randomly in 2022. Shaffer reported that as meters age and degrade, their accuracy declines. Further discussion ensued about the details of meters and their issues with accuracy. The possibility that the unaccounted water could be from other issues besides the meters was also discussed. Further research will be performed by LaFontaine and the crew. The R&R program is running well. Soil samples are underway and GPS locators are in the ground where main breaks have occurred to monitor and research where repairs may be required.

C. District Construction/Planning Projects:

- i. CWTP Schedule – The contractor is making good progress. Right now, the contractor is focusing on coating inside and outside of the filters as well as some floors, walls, and parts of the containment areas. The contractor is confident that the pump will be up and operational by August 1, 2021. This is imperative since the lake will be drained down fairly low on August 15th, 2021.

- ii. LPS Schedule – Shaffer stated there is not much to report at this time. Temporary pumps will be used once the lake is drained down. Excavation will begin on August 15th, 2021.
- iii. North Tank Painting – Ariel Hacker (District Engineer) continues to wrap up final plans for the project. The next step is to begin advertising for bids. Once bids are in, they will be brought to the Board for selection.
- iv. Shaffer and LaFontaine will create a newsletter for the public concerning construction projects and will provide it to the Board for review in May.

D. WWSD Subdivision/Development Status Update:

- i. WOSC Lot Additions and Easements: Shaffer reports the Cloverleaf subdivision Platte is to be approved this month. Cloverleaf has maintained its option for supplemental water. The District does not expect to receive tap fee revenue from Cloverleaf until 2022.

E. Other Topics:

- i. COVID 19: Office remains closed to the public indefinitely. Shaffer is hopeful that WWSD can begin using the conference room once again this summer.
- ii. Shaffer has completed the District newsletter and requested the Board to review the newsletter and submit to him any recommended changes.
- iii. Shaffer reported that Danielle Hyde will be resigning as Office Manager at the end of the month. The search for her replacement is underway.

X. Special Reports & Subjects: None.

- 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 regional water supply projects. Session commenced at 2:15 p.m. The Board returned to Regular Session at 2:30 p.m.

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 2:30 p.m.

Record of May 10th, 2021 Board Meeting

Respectfully Submitted,

William Clewe, III
William Clewe, III, Secretary