

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on October 13, 2022, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	President Bush Director Roddam Director Beley
Manager:	Jessie J. Shaffer
Operations:	Dan LaFontaine
Attorney:	Erin Smith
Office Manager:	Cory Lynch
Visitors:	James Howald- Our Community News Richard Hood- JVA

I. Call to Order: President Bush called the meeting to order at 13:01. Director Clewe and Director Town were not able to attend the meeting.

Motion: President Bush entertained a motion to excuse Director Clewe and Director Town from the October 13, 2022, Board meeting. Director Roddam motioned, Director Beley seconded, and the Board unanimously passed that Director Clewe and Director Town be excused from the meeting.

II. Reading of the Minutes: Copies of the September 12, 2022, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director.

Motion: President Bush entertained a motion to accept the September 2022 Board minutes. Director Beley motioned, Director Roddam seconded, and the Board unanimously passed that the meeting minutes be approved.

III. New Business:

A. Presentation of Remaining Sections of the Draft 2022 Long Range Planning (LRP) Results & Discussion with Board (BBA & JVA). Presentation summary by Richard Hood:

The presentation focusses on four of the seven LRP sections: Future Water System, Future Wastewater System, Asset Management Plan, and Capital Improvements Plan. We introduced the Future Water System section during the September Board meeting. Today's focus is less on demand and more on the Ranch and indirect potable reuse (IPR) concepts. Previous LRPs favored bringing IPR online, then completing the entire Ranch project. IPR is not as favorable as previously thought due to the limited water supply gains and the total dissolved solids (TDS) found in the TLWWTF effluent. Additional water supply would be needed within a few years of completing the IPR. The District's existing water treatment plants (WTPs) are not capable of removing TDS, and TDS removal processes produce a brine that is difficult to dispose of.

This LRP focuses on a phased Ranch approach to meet the District's future water supply needs. By blending Ranch water with the District's current groundwater wells, construction of a new Ranch WTP or Callahan Reservoir expansion can be delayed. Phase 1 includes constructing a new approximately 46-mile-

long pipeline and series of pump stations to convey water from the Ranch to Lake Woodmoor. The blend ratio of Ranch to groundwater will be managed to effectively meet the District's TDS goals for customers. The existing South WTP and Central WTP will be upgraded with new treatment processes to remove trace organics and pharmaceuticals found in the effluent influenced Ranch water. Phase 2 includes constructing a new WTP at the Ranch once blending is no longer effective at reducing TDS. The Ranch has more options for disposal of high TDS brine. Phase 3 includes expanding Callahan Reservoir to approximately 1,300-acre feet once the District relies more heavily on Ranch water to meet demands.

A new wastewater single family equivalent (WSFE) was created for this LRP. The WSFE is much like the water SFE and is used to compare multi-family, commercial, and school properties to a single-family residence. The District's estimated maximum month average daily flow (MMADF) contribution to TLWWTF at Current Buildout is 1.7 million gallons per day (MGD) with an average annual BOD-5 loading of 3,531 lb./day, which is below the District's current allotment of 2.7 MGD and 3,600 lb/day. At Ultimate Buildout, the District's estimated contribution to TLWWTF is 2.06 MGD MMADF and 4,290 lb/day, which will be below the District's allotment once Phase 2 of the TLWWTF improvements are complete.

The District has existing asset management plans to properly plan for the replacement and rehabilitation (R&R) of existing infrastructure, embedded within R&R programs. The District's wastewater collection R&R program started in 2002. The water distribution R&R program is defined in this LRP based on previous discussions with the Board.

The group reviewed the Capital Improvements Plan. The LRP includes project descriptions, triggers, time frames, and cost estimates for capital improvement projects (CIP). The projects are built into a 20-year Cash Flow Model. The major categories are Water CIP, Wastewater CIP, R&R Programs, and O&M Programs.

- B.** Consider Adoption of Resolution 22-05, "Opting Out" of the Family and Medical Leave. Shaffer stated that the District satisfied the requirements for opting out. A staff meeting was held and all employees were given written details and were verbally told about FMLI. It was explained that if the District opts out, any employee that wanted to enroll could do so on their own.

Motion: President Bush entertained a motion to adopt Resolution 22-05 and authorize President Bush to sign. Director Roddam motioned and Director Beley seconded and the Board unanimously passed Resolution 22-05.

- C.** Delivery of 2023 Draft Budget. All Board members received a copy of the 2023 draft budget.
- D.** Consider Accepting Proposal from Prospective Business Solutions for 2022 Audit Services. The Board members all received the proposal and unanimously agreed to contract with Prospective Business Solutions for 2022 audit services.
- E.** Schedule Budget Workshop. The budget workshop was tentatively scheduled for Wednesday, October 19th, 1pm. The date will need to be approved by missing Directors Clewe and Town.
- F.** Consider Execution of The Loop Authority Establishing Agreement Creating the Loop Authority. The draft agreement is 98% complete. Shaffer states it is complete enough to ask the Board to consider authorizing its execution and authorize President Bush to sign once completed.

Motion: President Bush entertained a motion to authorize execution of the Agreement Creating the Loop Authority and to allow President Bush to sign once completed. Director Roddam motioned and Director Beley seconded and the Board unanimously passed.

G. Consider Authorizing the Sale of Equipment (Asphalt Saw & Trailer). A large asphalt saw and trailer was purchased in 2020. It has been determined that the saw and trailer are too large and time consuming to use effectively. The original purchase price was \$3700 and an offer was made for \$2500 from a local company. The Board agreed to the sale of the asphalt saw and trailer.

H. Consider Amending Article 11 (System Specifications) of the District Rules and Regulations to allow the use of High-Density Polyethylene (HDPE) Pipe for Water Service Lines. Over the years, the District has had several requests to use HDPE as copper is now approximately eight times more expensive. Overall, this will save the District money. Shaffer is asking for direction at this point that the Board is in favor and will eventually implement.

Motion: President Bush asked for motion that the use of HDPE is accepted and a new policy will be written that he will sign. Director Beley moved, Director Roddam seconded and the Board unanimously agreed.

J. Consider Rescheduling November and December Board Meetings and setting 2023 hearing for November meeting. The November and December Board meetings were officially changed to: November 17th, 1pm and December 21st, 1pm.

IV. Old Business:

A. None

V. Financial Report:

President Bush stated he reviewed the financial statements in Director Town's absence for September 2022.

Motion: President Bush recommended the Board accept the September 2022 financial reports. Director Roddam motioned, Director Beley seconded and the Board unanimously voted to accept the September 2022 financial reports.

VI. Public Discussion:

A. Unscheduled People- James Howald of Our Community stated, "I'm glad that I'm not building any apartments as many people are on the warpath where apartments are concerned."

VII. Joint Use Committee Report:

President Bush attended the JUC meeting in Director Clewe's absence. The Board agreed to buy 1 or 2 additional blowers for a great price from Laramie. The Board approved an additional 10K for a truck purchase and \$6600 for a replacement pump. The master plan was distributed and the second draft of the budget is included in the Woodmoor Water Board packet.

VIII. Chilcott Ditch / The Ranch Report:

Shaffer is working on the Chilcott 2023 budget. Operations are watering the Ranch and filling up the reservoir to account enough for winter evaporative losses. Ranch operations will be shut down the third or fourth week of October and then clean up and maintenance will be completed.

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

1. Collaborative Organizations / Opportunities:

a. PPRWA – PPRWA will start up meetings again in November.

2. Operations Update

- a. Water Report: LaFontaine reported a month of 0% losses. The only answer to possibly explain the increased decline is that the numbers in the past were inflated due to bad meters. They are based on percentages and we just went through a high use period. In addition, there were no main breaks. CWTP was off surface water at the beginning of September so, we are back to providing 100% ground water. Lake refill schedule will now begin again.
- b. Sewer Report: A six-foot root ball was removed out of a main that luckily did not cause a sanitary overflow. This cost \$7000 to repair as it was in the middle of the night.

3. District Construction/Planning Projects:

- a. Meter Change Out Program- We are nearly 100% online with the new AquaHawk software integration. The change out increased to four days a week starting the first of October, installing 14-16 meters daily. This will continue through the end of March 2023 and then stop for summer, except for ones that need to be changed out due to failures. All the old meters are being stripped down and the brass will be sold next year. We are having some challenges filling up all days for change outs and need to make calls.
- b. LPS2 Progress Update- Lake pump station mechanical is completed and substantial completion certificate will be issued to contractor. A punch list of items still needs to be worked on including the garage door that is scheduled for install the first of November, as well as the advertisement for retainage release.
- c. Well 19- Plans were submitted and typically take approximately 30-45 days to approve.
- d. Well 22- Still moving forward with the project. Getting bogged down in survey with this project in addition to Highway 105 relocates. Surveyors are in short supply.
- e. Highway 105 Water and Sewer Relocates- Plans are approximately 90% completed. It appears the project will launch mid to late December and scheduled to begin with the roundabout just to the north of Knollwood and Highway 105.

4. WWSD Subdivision/Development Status Update:

- a. Monument Junction- In full development and subdivision construction with water and sewer infrastructure. The only set of plans still to release are for east side water.
- b. Cloverleaf- In full swing with sewer almost 100% completed and water is at 15-20%.
- c. Monument Ridge East (MGP)- Latest plans are no apartments and residential only. The developer is still trying to annex this east side into Monument.

5. Other Topics

- a. None

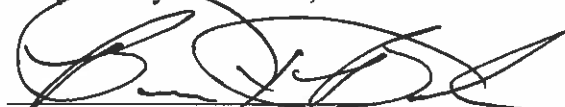
X. Special Reports & Subjects:

- a. Engineer's Report- None
- b. Attorney's Report- None
- c. WIA Meeting Report- 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 15:35.

Record of October 13, 2022, Board Meeting

Respectfully Submitted,



Brian X. Bush, President