

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on October 9, 2023, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: President Bush
Director Beley
Director Roddam
Director Martinez
Director Clewe

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Cory Lynch

District Engineer Ariel Hacker

Visitors: James Howald - Our Community News
Jackie Burhans - Our Community News
Andrew Rheem - Raftelis
Mark Valentine - Merrick and Company

I. **Call to Order:** President Bush called the meeting to order at 12:59.

II. **Reading of the Minutes:** Copies of the September 18th and September 25th meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director.

Motion: President Bush entertained a motion to accept the September 18th and September 25th meeting minutes. Director Clewe moved, Director Martinez seconded, and the Board unanimously passed that the September 18th and September 25th meeting minutes be approved.

III. **New Business:**

- A. Delivery of 2024 Draft Budget: Shaffer distributed copies of the proposed 2024 budget to the Board.
- B. Schedule Budget Workshop: The Board scheduled the budget workshop for Tuesday, October 24th at 9:30 am.
- C. Schedule Budget Hearing: The Board scheduled the hearing during the next Board meeting on November 13, 2023. Shaffer stated that a change to rates or fees requires an announcement to the public 30 days in advance of a vote on that change. In order to fulfill this requirement, Shaffer requested that the December Board meeting be moved back one week to December 18th to allow for the 30-day requirement. The Board agreed to move the meeting.
- D. Consider Employee Benefits Policy Change to Remove the HRP Health Insurance Plan: The Board authorized Shaffer to draft a resolution removing the HRP option if the health insurance provider (CEBT) accepts the possibility WWSD may not maintain their

required 60% participation from employees. An amendment will be made if CEBT agrees to not requiring 60% participation.

Motion: President Bush entertained a motion to authorize the amendment and for him to sign. Director Roddam moved and Director Martinez seconded and the Board unanimously voted to authorize the amendment and for President Bush to sign.

IV. Old Business:

Plant Investment Fee Study Results Presentation (Andrew Rheem/Harold Smith, Raftelis): Andrew Rheem of Raftelis, the company that advises WWSD on fees and rates, followed up on the two previous presentations to the Board. The analysis is intended to help the Board decide how to set fees and rates.

V. Financial Report:

The Board was presented with the financial statements for September 2023. Director Martinez stated that the revenues from water sales were projected at 75% but was only reported at 67% of the budget. He attributed the lower sales to the record amounts of rainfall this year.

Motion: President Bush entertained a motion to accept the September 2023 financial reports. Director Beley moved and Director Roddam seconded and the Board unanimously voted to accept the September 2023 financial reports.

VI. Public Discussion

- A. **Unscheduled People:** Jackie Burhans of Our Community News commented that she had a very positive experience having her old meter replaced and she loves her new meter!

VII. Joint Use Committee Report:

Director Clewe reported an increase in the 2024 budget due to increased capital and vehicle improvements.

VIII. Chilcott Ditch / The Ranch Report:

Ranch: Due to freezing weather, irrigation will wind down. Projects to be completed including pipe replacement and fall seeding. Plans are to have Ranch closed down and Ken and Matt to be up at WWSD by the first of December.

Chilcott Ditch: Running water from ditch to cover evaporation for the winter. Still delivering water to partners and scheduled to be turned off by the end of October.

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

1. Collaborative Organizations / Opportunities:

- a. PPRWA – Out of session
- b. Loop Water Authority- Continuing with water quality analysis primarily on Fountain Creek especially in Chilcott Ditch. Wrapping up operations study that BB&A was hired to complete. The group is deciding on how to present this information to each Board. Shaffer discussed workshops held by CSU (Colorado Springs Utilities) with several water entities regarding IPR (Indirect Potable Reuse).

2. Operations Update

- a. **Water Report:** Operations were steady and there was the typical drop in demand in September. No brakes or failures on report but had one at the end of September, but meter reads were already done so that will affect next month's report.
- b. **Sewer Report:** None

Motion: At the time of 15:20, President Bush entertained a motion to excuse Director Clewe from the meeting for an early departure. Director Roddam moved and Director Beley seconded and the Board unanimously voted to excuse Director Clewe from the meeting for an early departure.

3. Engineers Report

a. District Construction/Planning Projects:

1. Meter Replacement Program Update- Scheduling slowed down in September due to front office staff change. We are projected to be about 250 meters behind schedule at the end of 2023 and back on track for 2024.
2. Highway 105B Utility Relocation Project- Phase A is in full swing but is behind due to unknown utilities that they are encountering, but still scheduled to be completed by end of the year. Phase B is still in design.
3. Water Distribution System R & R –Three gate valves still remaining and scheduled to be replaced by the end of October. Overall, in 2023, 114 saddles, three hydrants and eight valves were replaced. In the past three years, we have identified the worst areas in District and are ready to recommend main line replacements. In 2024, the focus will be more on valve replacements rather than saddles.
4. Well 22 Pump House – Notice of award was signed and planning kick off meeting with JVA.
5. Well 22 Transmission Pipeline - Hoping a notice of award will be ready by November Board meeting.
6. Well 19 – Site piping is complete, vault is installed and electrical is at 90% completed.
7. CWTP Commercial Dawson Well Construction – Waiting on contractor bonds and COI before the agreement can be signed.

b. WWSD Subdivision/Development Status Update

- a. Monument Junction – Whataburger is installing sewer service line. Water is planned in one to two weeks. Board is very interested in the number of taps projected in 2023: East side is projecting 58 taps and no commercial on west side. Cloverleaf is projecting 30 taps. President Bush reported hearing 65 taps from a contact at WIA.

4. Other Topic

- a. PFAS Class Action Lawsuits Against Dupont & 3M-We are going to test for PFAS. Attorney Smith will file on our behalf.
- b. Cyber Security Recommendations-
 - 1) EDR in 2024 (TruTech will have in 2024)
 - 2) Cyber Security Training (online course)
 - 3) Self-Assessment Questionnaire
 - 4) Encryption Services
 - 5) Develop a Disaster Recovery Plan (add an incident response plan)

X. Special Reports & Subjects:

- A. Engineer's Report- Already Discussed
- B. Attorney's Report - None
- C. WIA Meeting Report - Golf course bathrooms are open and are very nice.

XII. Adjournment: There being no other business before the Board, the meeting adjourned at 15:45.

Record of October 9, 2023, Board Meeting

Respectfully Submitted,



William Clewe III, Secretary