

## RECORD OF PROCEEDINGS

A Meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on January 12, 2026, at the Woodmoor Water and Sanitation District No. 1 office.

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

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Cory Lynch

District Engineer: Cydney Saelens

Visitors: James Howald - Our Community News  
Jackie Burhans - Our Community News  
Tamara Seaver – Icenogle Seaver Pogue, P.C.

I. **Call to Order:** President Bush called the meeting to order at 13:03.

II. **Reading of the Minutes:**

Copies of the special meeting on December 15, 2025, minutes of the Woodmoor Water and Sanitation District (WWSD) were provided to each Director. Director Martinez asked that the minutes be amended on page three in section 2 a. under Operations Update to state: "There was a 9% loss resulting in 1.6 million gallons lost for the month."

**Motion:** President Bush entertained a motion to accept the December meeting minutes after the forementioned changes. Director Clewe moved, Director Roddam seconded, and the Board unanimously approved the December 15, 2025, minutes.

III. **New Business:**

A. Consider Resolution No. 26-01 Annual Administrative Matters Resolution

**Motion:** President Bush entertained a motion to adopt Resolution No. 26-01. Director Roddam moved, Director Martinez seconded, and the Board unanimously approved the Adoption of Resolution No. 26-01 Annual Administrative Matters Resolution.

B. Consider Authorizing District Manager to Dispose of District Office Equipment of De Minimis Value (used computers, office furniture & like equipment), Used Well Drop Pipe (Scrap Price) & Brass Meter Bodies (Scrap Price) throughout 2026

The Board authorized Shaffer to Dispose of District Office Equipment of De Minimis Value.

**IV. Old Business:**

- A. Consider Delegating to District Manager Authority to Sign Highway 105 Phase B Easement Agreements

President Bush recommended that the Board authorize Shaffer to sign the agreements as they will be presented at random times. The Board unanimously agreed.

**V. Financial Report:**

Director Franzen reported to the Board about the financial statements for November 2025. He stated that revenues exceeded expenses by \$550,000 and that some construction scheduled for 2025 would be pushed into 2026. The District has strong reserves and is financially sound. The Board accepted the November 2025 financial reports.

**VI. Public Discussion:**

None

**VII. Joint Use Committee Report:**

Director Clewe reported that Bill Burks stated that all operations are running smoothly and overall happy with the 2026 budget. In addition, he said that he was pleased and honored to work with three boards that are so accommodating.

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

All operations are shut down and all equipment is winterized.

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

**1. Collaborative Organizations / Opportunities:**

- a. PPRWA – Shaffer reported the IPR study was due by January 26, 2026.
- b. Loop Water Authority – Shaffer reported that the Loop's consultants were getting their designs to 30% complete. The participating districts agreed to hire an executive director. The Loop is still waiting to hear from Cherokee Metro District about acquiring the Sundance Pipeline. A meeting is scheduled to be held at The Barn on February 18, 2026. Shaffer asked as many Board members as possible to attend this meeting.

**2. Operations Update**

- a. Water Report – LaFontaine reported a total of seven leaks in December.
- b. Sewer Report – A sewer back lot line did fill up and six feet of roots were removed.

**3. Engineers Report**

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

1. Well 12 R – Drilling is complete and Hydro Resources is wrapping up some substantial completion items. On the plan side, a 90% completion review will be scheduled with JVA in the next couple of weeks.
2. South Tank Recoating – Coblaco is done with the painting and now waiting on the paint to cure. A substantial completion walk is scheduled for January 20<sup>th</sup> and if all goes well, the tank should be full and online by January 28<sup>th</sup>.
3. 2025 Saddle Replacement R&R – All have substantial completion and Iron Woman should be working on their punch list items. 114 saddles were replaced.
4. 2025 Valve & Hydrant Replacement R&R – Completed and closed out with 14 hydrants and 19 valves replaced.
5. SRTS Bridge – District returned the plans to School District 38 and is waiting for a response. It was commented by President Bush that this project has been under development for nine years.

6. Deer Creek Road Improvements – El Paso County is planning a roundabout at the corner of Woodmoor Drive and Deer Creek Road to begin in March.
  7. Main Lift Station Elimination – A preconstruction meeting will be held in February with the project starting in March 2026.
4. **WWSD Subdivision/Development Status Update**
- a. Northbay – The District sent back plan comments but has not received a response.
  - b. Monument Ridge East –The District sent back comments on the most recent plans and is waiting to hear back.
  - c. Placer Replat B – The District officially approved the plans so the infrastructure can begin the first of March.
  - d. Tri-Lakes Fire Station 3 – Waiting for the fire station to update and send back the plans.
5. **Other Topics:**
- a. Draft Q1 2026 Newsletter  
Shaffer asked the members of the board to give feedback on the draft Pipeline. It was suggested to state up front and boldly to not flush flushable wipes!

X. **Special Reports & Subjects**

- A. Attorney’s Report – Due to her upcoming retirement, Attorney Erin Smith introduced Tamara Seaver as her possible replacement. The Board voted to authorize President Bush to sign the Letter of Engagement hiring Seaver as the District’s attorney.
- B. WIA Meeting Report – None

**Motion:** At the time of 14:18, President Bush moved that the Board go into Executive Session. Director Roddam seconded and the Board unanimously voted to go into Executive Session.

- XI. Executive Session pursuant to C.R.S. § 24-6-402(4): (1) Subsection (a) for 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, develop 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 related to legal services and potential agreements with El Paso County and Monument Fire.

At the time of 15:17, the Board came out of Executive Session.

**Adjournment:** There being no other business before the Board, the meeting adjourned at 15:18.

**Record of January 12, 2026, Board Meeting**

Respectfully Submitted,

  
for William Clewe III, Secretary

  
Pres. WWSD Board