

## RECORD OF PROCEEDINGS

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A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on November 14, 2013 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:                    Director Town  
                                  Director Courrau  
                                  Director Taylor  
                                  Director Schwab  
                                  Director Strom

Manager:                    Jessie J. Shaffer  
Asst. Manager             Randy Gillette  
Attorney:                    Erin Smith  
Consulting Engineer:     Marsha Howland  
Secretary:                  Don Uhl - Castle Pines, CO  
Visitors:                    Dave Motyka – Woodmoor Resident  
                                  Bernard Minetti – Our Community News  
                                  Jake Garro – The Boldt Company  
                                  Boyd Williams – YMCA  
                                  John Gallagher – Raftelis Financial Consultants  
                                  Robert Wadsworth – Raftelis Financial Consultants

### **I. Call to Order:**

President Town called the meeting to order at 1:00 p.m.

### **II. Reading of the Minutes:**

Copies of the October 10, 23 and 31, 2013 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. Director Taylor asked Howland to make a correction on the October 10, 2013 minutes, excusing Directors Courrau and Schwab from that meeting. Howland will make this correction. It was moved, duly seconded, and unanimously passed that the minutes be approved with the above correction made.

III. **Financial Report:**

Taylor stated that he had reviewed the financial statements and did not have any changes. It was moved, duly seconded, and unanimously passed that the financial reports be approved.

IV. **Public Discussion:**

A. **Unscheduled People:**

1. **Don Uhl** – Mr. Uhl stated that he has had a long association with the Town of Monument and the Woodmoor District for many years. Uhl reported that he along with 2 other associates purchased the Monument Hills Country Club and began operations in 1978. Uhl stated that he is now trying to help the Country Club stay afloat. Uhl stated that he has a prospective buyer whose main concern is the cost of water. Uhl asked the Board to consider meeting with his client to discuss the possibility of a long term contract locking in the water rates for the Country Club. Town explained the new Grass Irrigation Demand (GID) rate system that WWSD adopted this year for non-potable water users to help them save money on irrigation. Town stated that he was available to discuss the matter with Mr. Uhl's client, but it is not the District's practice to lock water rates for any commercial entity. Town also stated that all final decisions made will be at a regular WWSD Board Meeting. Shaffer will set up a meeting.

2. **Dave Motyka** - Mr. Motyka asked the Board to consider changing the way the Renewable Water Investment Fee (RWIF) is figured. Motyka stated that in his opinion, the RWIF should be based on usage instead of the same rate for all single family homes, and a lower rate for multi-family homes. Town explained the procedure and rationale behind the RWIF. After a lengthy discussion, Town stated that the Board looks at the RWIF every year, and will continue to do so.

V. **Consider Supplemental Water Service Requests:**

1. **The Boldt Company/YMCA – Proposed Health Services Center:** Shaffer stated that The Boldt Company is in a leasing partnership with the YMCA to build a new health service center. Shaffer stated that he has met with Jake Garro from The Boldt Company to discuss the need for a supplemental water agreement with WWSD for the health center. The Boldt Company is proposing purchasing an additional 4 acre/foot of supplemental water at the current rate and reserving an additional 7 acre/foot on an annual basis. Boyd Williams from the YMCA stated that he is very excited to be working with The Boldt Company. Williams stated that the new health center will provide a much needed service for the Tri-Lakes community. Garro explained the background of The Boldt Company to the Board, and the proposed plans for the new health center. The Board directed Shaffer to draft the supplemental water agreement with The Boldt Company .

**2. Clearwater Communities, LLC – Village Center Filing 4:** Shaffer stated that he has received a supplemental water service agreement request for Clearwater Communities. Shaffer reported that Clearwater Communities is under contract to purchase Village Center Filing 4. Clearwater is looking to build 127 single family homes. Shaffer stated that Clearwater is requesting an additional 3 acre/feet of supplemental water. The Board directed Shaffer to draft the supplemental water agreement with Clearwater Communities.

**VI. Joint Use Committee Report (JUC):**

Taylor stated that everything is running smooth with the JUC members. Taylor reported that the JUC annual meeting will be held at 6 p.m. on December 5, 2013 at the Villa in Palmer Lake. Taylor stated that the JUC discussed the disbursement of the grant money. Bill Burks will oversee the disbursement process.

**VII. Manager's Report:**

Shaffer reviewed the Manager's Report dated November 14, 2013, a copy of which is attached hereto.

**1. Collaborative Organizations/Opportunities:**

- a. Pikes Peak Regional Water Authority (PPRWA):** Shaffer stated that WWSD is a member of the Colorado Wyoming Collation group which is heading the Flaming Gorge Feasibility Study. The study has not been completed, and Shaffer stated that there will be additional cost to each entity to complete the modeling for the study. Shaffer stated that in his opinion, WWSD will not gain from the study, due to purchasing the JV Ranch and moving forward in that direction. The Board decided to drop out of the study participation group.

## **2. Operations:**

- a. Water Report – Unaccounted for Water Summary:** Gillette reported that this month's water report shows 14% unaccounted water. Gillette stated that the percentage is high due to the hydrant flushing procedure that WWSD has been performing.
  
- b. T & O (Taste and Odor) Operations Discussion:** Gillette stated that WWSD has completed a week of water quality testing from Lake Woodmoor. Gillette stated that he is waiting for the final report back from Tetra Tech. Gillette reported that preliminary analysis shows that the odor in the water is mainly coming from geosmin, which is an organic compound that can cause odor issues. Gillette will bring back the final analysis from Tetra Tech next month.

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

- a. Lake Best Management Practices (BMP) Study Report/Update:** Shaffer reported that GEI has received all the information needed to complete the BMP study. Shaffer should receive the final report mid-December and will report back to the Board next month.
  
- b. Lake Woodmoor Walking Trail Update:** Shaffer stated that he has spoken with Matt Beseau concerning the walking trail around Lake Woodmoor. Beseau stated that WIA is still moving forward with the plans to construct a walking trail and will get back to Shaffer as the plan progresses.
  
- c. Regional Reclamation Facility Feasibility Study Update:** Shaffer stated that WWSD, Donala Water District, and the Town of Monument has sent the required historical information to Tetra Tech to start the reclamation facility feasibility study. Shaffer will bring the study updates to the Board as he receives them.

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

- a. Misty Acres Filing 2B Conditional Acceptance:** Shaffer reported that Misty Acres Filing 2B has met all the requirements for a conditional acceptance, which WWSD has now issued. Challenger Homes purchased 7 tap fees for that development yesterday.

## **5. Other Topics:**

- a. Computer Network – Encryption Virus:** Shaffer reported that WWSD's computers were infected with the latest encryption virus. Due to the virus, WWSD had to purchase a new back-up device and one new computer that were budgeted for next year.
- b. Progress Report on Kings Deer HOA Extra-Territorial Service Agreement:** Shaffer reported that he is working on the extra-territorial service agreement for Kings Deer HOA. Shaffer will try to have the agreement ready for review at the December, 2013 Board Meeting.
- c. Release First Deed of Trust – Mel Plowman:** Shaffer reported that WWSD holds the first deed of trust on property owned by Mel Plowman. El Paso County has approached Mr. Plowman, wanting to purchase a small portion of this property. Mr. Plowman is asking the Board to release the first deed of trust on this portion of his property. Shaffer stated that this portion of land does not impact WWSD's collateral holdings. The Board decided to release the first deed of trust on this portion of Mel Plowman's property.
- d. Unclaimed Money:** Shaffer stated that he received a call concerning a condemnation court case that WWSD was involved in several years ago. Shaffer asked Smith to do some research on the case which resulted in WWSD receiving \$24,000 that was being held by the Court.

## **VIII. Special Reports and Subjects:**

- 1. Engineer's Report:** none.
- 2. Attorney's Report:** none.

## **IX. Old Business: None**

**x. New Business:**

- 1. Public Hearing on 2014 Budget.** President Town opened the Public Hearing on the 2014 Budget. Smith stated the Howland provided to her the original newspaper publication of the notice for the Public Hearing.
  - a. Presentation of Draft #2 – 2014 Budget:** Shaffer presented the second 2014 draft budget to the Board. Shaffer explained the changes he has made since the budget workshop.
  - b. Rates Discussion & Cost of Service Analysis Presentation:** John Gallagher presented a cost of service and rates analysis to the Board. The Board discussed several options on rate and block changes. After a lengthy discussion, the Board decided water and sewer rate increases are necessary to cover the projected cost of services.
- 2. Public Hearing on Amended Appropriation for 2013:** The Public Hearing was opened at 4:42 p.m. for the Amended Appropriation for 2013.
- 3. Approve Resolution Regarding Amended Appropriation for 2013:** Shaffer presented a copy of the 2013 mid-year budget. Shaffer explained that he changed amounts on line items, but did not change the bottom line of the budget.

**Motion:**

Upon motion by Director Schwab, and second by Director Strom, the Board unanimously voted to approve Resolution 13-02 amending the appropriations for 2013.

- 4. Consider Approval of Regional Infrastructure Project Participation Agreement:** Shaffer explained the concept of the Regional Infrastructure Participation Agreement, a copy of which is attached hereto.

**Motion:**

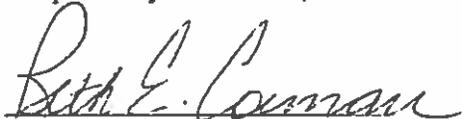
Upon motion by Director Schwab, and second by Director Strom, the Board unanimously voted to approve the Regional Infrastructure Project Participation Agreement.

NOTE: The December Board Meeting will be held on December 20, 2013 at 1:30 p.m.

XI: **Adjournment:**

There being no other business to come before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 4:59 p.m.

Respectfully Submitted,

  
Beth Courrau, Secretary