

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 12, 2014 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:	
Secretary:	Marsha Howland
Visitors:	Nancy Wilkins - Our Community News Uli Keeley - John Cutler & Associates, LLC Jonathan Moore - Rivers Development, Inc.

I. Call to Order:

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

II. Reading of the Minutes:

Copies of the May 13, 2014 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved, duly seconded, and unanimously passed that the minutes be approved.

III. New Business:

A. 2013 Audit Report Overview and Acceptance - Uli Keeley, John Cutler & Associates, LLC: Shaffer introduced Uli Keeley to the Board. Keeley reported that there were no issues or problem with the audit. Keeley stated that WWSD financial position is in good standing. Town stated that staff needed to add the 4" tap size to the chart in appendix A. Shaffer will make this correction. Keeley stated that John Cutler's firm will submit the audit to the State, after the correction is made. Shaffer stated that according to WWSD's annual disclosure statements, the District is performing well in excess to the minimums that are required by the bond covenants. The Board thanked Keeley for her time and efforts on the audit.

Motion:

Upon motion by Director Taylor, and seconded by Director Schwab, the Board unanimously voted to approve the 2013 financial audit, subject to the appendix A correction.

B. Establish Board Officer Positions: Town stated that he would like to establish the new Board Officer positions. Town stated that he would like to continue as President, Beth Courrau as Secretary, and Tommy Schwab as Treasurer. The Board will make the positions official at the next Board Meeting. The Board also nominated Director Strom as WWSD's JUC representative, and Director Taylor as alternate.

IV. Old Business:

A. Consider Execution of Misty Acres Filing 3 Supplemental Water Service Agreement with Rivers Misty Acres, LLC: Shaffer asked the Board to consider executing a supplemental water service agreement with Rivers Misty Acres, LLC. Shaffer stated that Smith reviewed the agreement and made a few adjustments which Rivers Misty Acres, LLC accepted.

Motion:

Upon motion by Director Schwab, and seconded by Director Strom, the Board unanimously voted to execute the supplemental water service agreement with Rivers Misty Acres, LLC.

V. 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.

VI. Public Discussion:

A. **Unscheduled People:** None.

VII. Joint Use Committee Report (JUC):

Taylor stated that Bill Burks is looking to hire another individual at the wastewater plant. Taylor reported that the JUC has 2 new representatives.

VIII. Chilcott Ditch Company / JV Ranch Report:

Town stated that he has asked Director Taylor to become actively involved in the Chilcott Ditch Co. Town stated that the Chilcott Ditch has had an on-going issue with the City of Fountain concerning an easement right. Town stated that this issue should be resolved in the near future. Town reported that Chilcott Ditch is in good financial standings.

IX. Manager's Report:

Shaffer reviewed the Manager's Report dated June 12, 2014, a copy of which is attached hereto.

1. Collaborative Organizations / Opportunities:

a. Pikes Peak Regional Water Authority (PPRWA): Shaffer stated that the Regional Infrastructure Water Study is moving along and should be complete by the end of the year. Shaffer stated that the PPRWA will reconvene in October, 2014.

2. Operations: Randy Gillette

a. Water Report: Gillette stated the percentage for unaccounted water is 11%. Gillette stated demand is up slightly. Gillette reported that Lake Woodmoor is at 7098.69. Gillette stated that the wastewater flows have been stable. Bill Burks credits this stability to the rehabilitation work that WWSD has done on the sewer system. Gillette stated that WWSD will have to adjust some of the manholes on County Line Road due to the construction going on in that area.

3. District Construction/Planning Projects:

a. System Meters: Shaffer stated that WWSD has received most of the new meter equipment and will start the installation process soon. Shaffer reported that WWSD staff will do most of the installation, but will have to hire out for a rig welder to install the large meters. Shaffer stated that the new meters will identify which zones have higher unaccounted water levels. Director Strom asked how the telemetry equipment is working out at the Chilcott Ditch. Gillette stated that the equipment is working, but he is still working out some calibration issues.

b. Regional Reclamation Feasibility Study: Shaffer reported that Tetra Tech is finalizing their report, and he hopes to bring the final draft to the Board next month.

4. WWSD Subdivision/Development Status Update:

a. Village Center Filing 4: Shaffer stated that WWSD reviewed a preliminary set of plans for Village Center Filing 4. The development is moving forward.

b. Misty Acres Filing 2c & Filing 3: Shaffer reported that WWSD is in the process of reviewing plans for Misty Acres 2c and Filing 3. Shaffer stated that Rivers Development is moving forward with both of these developments.

c. La Plata - Lake Sewer Re-alignment: Shaffer stated that WWSD has approved the plans for the lake sewer re-alignment. Construction should start on the east side of the lake shortly. Shaffer stated that staff will send out a blast e-mail to their customers on the lake to advise them of the upcoming construction.

5. Other Topics:

a. 2nd Quarter 2014 Pipeline Newsletter: Shaffer asked the Board to review the draft Pipeline Newsletter and e-mail any comments or corrections back to him. Shaffer stated that his main topic this quarter is a synopsis of the WIA presentation. Shaffer reported that he changed up the feed-back portion of the newsletter to see if he could acquire information on how the Woodmoor residents would like to receive information about the District.

b. Community Outreach Program Options: Shaffer stated that he is looking into several options to better the communications between WWSD and the Woodmoor residents. The Board discussed several options from social media to educational seminars, and u-tube videos. After a lengthy discussion, the Board directed Shaffer to see what kind of feedback he gets from the Pipeline, and to cost out some of his option ideas. Courrau stated that she belongs to a Woodmoor internet group called NextDoor. Courrau stated that the site is limited to Woodmoor residents. Courrau will send out invitations to the Board members to join the site. The Board will continue this discussion next month.

X. Special Reports and Subjects:

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

XI. Executive Session:

It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to: (1) C.R.S. Section 24-6-402(4)(a), for discussion related to the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, and(2) C.R.S. 24-6-402 (4)(e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; all related to property, including but not limited to the leasing of property. Executive Session commenced at 2:16 p.m. The Board returned to Regular Session at 2:38 p.m.

Motion:

Upon motion by Director Strom, and seconded by Director Schwab, the Board unanimously voted to excuse Director Courrau from the July 10, 2014 Board Meeting.

Note: Director Schwab informed the Board that he did attend the WIA Board meeting, but did not have anything to report. Town asked Schwab to continue attending the WIA meetings and report any pertinent information back to the Board.

XII. 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 2:43 p.m.

Respectfully Submitted,



Beth Courrau, Secretary