

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on May 13, 2014 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Town
	Director Taylor
	Director Schwab
	Director Strom
Manager:	Jessie J. Shaffer
Asst. Manager	Randy Gillette
Attorney:	Erin Smith
Consulting Engineer:	Steve Tamburini
Secretary:	Marsha Howland
Visitors:	Nancy Wilkins - Our Community News
	Roni Sperling
	Woodmoor Water & Sanitation District No. 1 Staff

I. Call to Order:

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

II. Reading of the Minutes:

Copies of the April 10, 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. Repair/Replacement of Water Line in Woodmoor Drive: Shaffer stated that WWSD had three water main breaks starting on Thursday, May 8th and ending on Saturday, May 10, 2014. Shaffer stated that two of the breaks occurred on Woodmoor Drive. Shaffer reported that the second main break caused water to shoot out of a phone pedestal. Shaffer stated that WWSD found underground caverns while trying to locate the second break which caused the phone conduit to separate and water to come through the pedestal. Shaffer presented slides to the Board to show them the underground caverns. Shaffer reported that WWSD packed the caverns with earth and bedding material. Shaffer stated that he was concerned the caverns could create a sink hole. Shaffer stated that he discussed the problem with President Town and made the decision to hire a contractor to make the necessary repairs needed to avoid the possibility of a sink hole. The cost of the repair was around \$8,000.

IV. 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.

V. Public Discussion:

A. Unscheduled People: None.

VI. Joint Use Committee Report (JUC): Taylor stated that Bill Burks received his draft copy of the 2013 audit and will be sending it out for review. Taylor reported that Palmer Lake's ballot issue to accept grant money was approved. Taylor stated that bids will be going out on the construction of the storage shed.

VII. Chilcote Ditch Company / JV Ranch Report: Shaffer stated that water is running thru the Chilcote Ditch, and is being used for irrigation at the JV Ranch. Shaffer reported that the flume is working great. Shaffer stated that Randy Gillette and Lance Nielson are working with Gary Stein to learn the operations of the Chilcote Ditch Co. Shaffer stated that Howland will meet with Gary Stein at a later date, to learn the accounting side of the Chilcote Ditch Co.

VIII. Manager's Report:

Shaffer reviewed the Manager's Report dated May 13, 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. Shaffer stated that the PPRWA will have one more meeting in June, 2014 and then reconvene in October, 2014.

2. Operations: Randy Gillette

a. Water Report: Gillette stated the percentage for unaccounted water is 7%. Gillette stated that Lake Woodmoor's elevation is at 7099. Gillette stated that WWSD will switch to lake water at the end of May, 2014. Gillette reported that Wells 10 and 12 are up and running. Gillette stated that he will send out a blast e-mail to the Woodmoor residents, letting them know when WWSD will go on lake water, also a notice on the website. Gillette reported that WWSD is switching the Lake Woodmoor mixer to a new Solar Bee model.

b. Discussion/Presentation Regarding the Unaccounted For Water: Shaffer presented an historical chart of unaccounted for water percentages for the last 12 years. Shaffer stated that the average from 2002 - 2012 is about 6%. In 2013 the average went up to 11%. Shaffer stated that WWSD is continuing to look for any water leaks contributing to this percentage. Shaffer stated that the first step to locate the leak is to install the new system meters WWSD is purchasing. Shaffer hopes to have them installed next month. Shaffer stated that the new system meters will point out which zone the leak is in. Once WWSD finds out which zone the leak is in, the next step will be to look at new leak detection equipment. Shaffer will have more information next month.

3. District Construction/Planning Projects:

a. JV Flume Contract Closeout/Telemetry: Shaffer stated that WWSD will be ordering the telemetry equipment from Mission 123. Shaffer stated that the data will come through a cellular service to Mission 123's website, then WWSD can access the data through their portal.

b. WWSD Draft 2013 Audit: Shaffer stated that he received the 2013 draft audit this morning, but has not had a chance to review it. Shaffer will have more information for the Board next month.

4. WWSD Subdivision/Development Status Update:

a. Tri-Lakes Health Village - Boldt/YMCA: Shaffer stated Tri-Lakes Health Village is under construction. Shaffer stated the water and sewer infrastructure is over 50% completed.

b. Village Center Filing 4: Shaffer stated that WWSD received development site plans from the Town of Monument for Village Center Filing 4. Shaffer stated that the developer is planning on 128 single family homes for that area.

c. Misty Acres Filing 3: Shaffer reported that WWSD has received the first round of construction drawings for Misty Acres Filing 3.

d. La Plata - Lake Sewer Re-Alignment: Shaffer stated that WWSD just completed the second round construction drawings for a main line infrastructure from La Plata.

5. Other Topics:

a. Feedback on WIA Power Point Presentation: Shaffer stated that the power point presentation at the WIA meeting went well. Shaffer stated that between Gillette and himself, they were able to answer all the questions the members had about WWSD.

b. Award of Office/Facilities Security Grant Money: Howland reported that WWSD had received \$7,000 in grant money. Howland stated that the grant was awarded due to employee security items that WWSD had put in place last year. WWSD's insurance company sponsored the grant program.

IX . Special Reports and Subjects:

- 1. Engineer's Report:** Tamburini stated that he is working on the final draft of the Regional Water Reclamation Study. He plans on having the final draft completed within the next few weeks.

- 2. Attorney's Report:**
 - a. Consider Resolution 14-07 Nominating Jessie Shaffer for the Special District Association Manager of the Year Award:** President Town stated that he wanted to acknowledge how much he and the Board appreciated the management team at WWSD. Town stated that with the help of WWSD staff and consultants, he was pleased to announce that WWSD is nominating Jessie Shaffer for the Special District Association Manager of the Year Award. WWSD staff and Roni Sperling joined the Board Meeting at congratulate Shaffer on the nomination. Shaffer stated that the last 10 years has been the best years of his career, and that he could not do his job without all the help from his staff and consultants. Shaffer thanked the Board, staff and consultants for their support. Town also thanked WWSD staff and consultants for their joint effort in putting together this nomination.

Motion:

Upon motion by Director Taylor, and seconded by Director Schwab, the Board unanimously voted to adopt Resolution 14-07- Nominating Jessie Shaffer for the Special District Manager of the Year Award.

X . Old Business:

- 1. Consider Resolution 14-08 Adoption of System Specifications and Amending the Rules and Regulations to Conform:** Shaffer presented the Board with the new system specifications. Shaffer stated that he still has a few changes to make to the final draft.

Motion:

Upon motion by Director Taylor, and seconded by Director Schwab, the Board unanimously voted to adopt Resolution 14-08 - Adopting System Specifications and Amending the Rules and Regulation to Confirm, pending non-substantive changes.

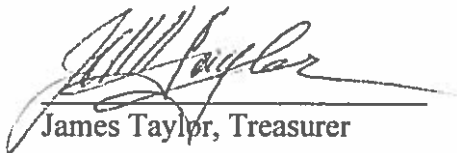
Motion:

Upon motion by Director Strom, and seconded by Director Schwab, the Board unanimously voted to excuse Director Courrau from the May 13, 2014 Board Meeting.

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 2:14 p.m.

Respectfully Submitted,



James Taylor, Treasurer