

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 11, 2015 at the Woodmoor Water and Sanitation District No. 1 office.

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

Manager: Jessie J. Shaffer
Asst. Manager: Randy Gillette
Consulting Engineer:
Attorney: Erin Smith
Secretary: Marsha Howland

Visitors: Forrest Hindley - Village Center Metro District
Lisa Hatfield - Our Community News
Kevin Nielsen - Woodmoor Public Safety
Several Woodmoor Residents

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 7, 2015 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved, duly seconded, and unanimously passed that the meeting minutes be approved.

III. New Business:

- A. Public Hearing on Availability of Service Charge (ASC) Increase:** Town explained to those Woodmoor residents present at the meeting, the reasoning for the letter which each resident Woodmoor received. Town stated the State of Colorado Statutes dictates the wording for notices relating to any change in the ASC. Town also stated that the notice only affects residents who own a vacant lot in Woodmoor.
- i. **Staff Presentation:** Shaffer reported that he received several phone calls concerning the rate change for the ASC and what exactly the charge was for. Shaffer explained that as a Special District, the State allows the District to assess an ASC on all vacant properties within the Districts' boundaries when the main water and/or wastewater lines are within 100 feet of the property lines. Shaffer stated that the monies collected from the ASC can only be used to pay down debt service. Shaffer stated that the calculation of the fee is also defined by Colorado State Statute. Shaffer reported that residents of Woodmoor may file for an administrative lot combination through El Paso County and then submit the combination to WWSD for approval. This process allows residents, who own vacant lots adjacent to their main property, to defer the ASC charge until the vacant lot changes ownership at which time the ACS will be collected in full. Shaffer gave a presentation on how the ASC is calculated.
 - ii. **Open Public Hearing:** President Town opened the public hearing. Several Woodmoor residents spoke to the Board stating their concerns and opinions regarding the ASC.
 - iii. **Close Public Hearing:** The Public Hearing was closed at 2:29 p.m.
- B. Board Deliberation and Consideration of ASC Charge Increase:** The Board discussed different options for the ASC charge, ranging between \$25.00 and \$100.00 per year. After a lengthy discussion, the Board decided to set the ASC at \$75.00 per year.
- Motion:** Upon motion by Director Schwab, and seconded by Director Strom the Board voted to adopt Resolution 15-05 increasing the availability of service charge to \$75.00 per year. The vote was four ayes (Directors Courrau, Schwab, Strom, Town) and one no (Director Taylor).
- C. Hydrant Permits for Development Construction Activities:** Shaffer reported there is nothing in WWSD's policies that prevents the District from issuing hydrant permits for construction water. However, in past years the District has only issued permits for contractors working for the District. Shaffer stated with the new developments coming into Woodmoor, he feels that WWSD should consider issuing hydrant permits to development contractors within the District. Shaffer stated that the water used would be billed at the commercial rate. The Board agreed to start issuing hydrant permits for construction being done within the District boundaries.

IV. New Business:

- A. Consider Approval of Quitclaim of Tract H to Village Center Metropolitan District:** Shaffer stated that last month the Board directed him to offer Tract H to the Village Center Metropolitan District as a donation for a public park. Smith drafted the quitclaim deed for this donation, a copy of which is attached. Shaffer reported that Hindley stated that the Metropolitan District would like to move forward with this project.

Motion: Upon motion by Director Strom, and seconded by Director Schwab the Board unanimously voted to quitclaim Tract H to the Village Center Metropolitan District with covenants restricting use of the property for a public park.

- B. Consider Approval of Woodmoor Public Safety Agreement:** Shaffer reported that he contacted Woodmoor Public Safety with the changes to the service agreement that the board requested last month. Shaffer stated that he is pleased with the final agreement, a copy of which is attached hereto. Shaffer asked the Board to consider signing the service agreement with Woodmoor Public Safety.

Motion: Upon motion by Director Taylor, and seconded by Director Schwab the Board unanimously voted to approve the service agreement between Woodmoor Public Safety and Woodmoor Water and Sanitation District No. 1.

V. Financial Discussion:

Director Schwab 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.

Note: Director Schwab left the Board Meeting at 2:52 p.m.

VI. Public Discussion:

- A. Unscheduled People:** None.

- VII. Joint Use Committee Report:** Strom reported that the contractor is on-site for the Phase 1 construction.

VIII. Chilcott Ditch Company/ JV Ranch Report:

Director Taylor stated that all the current assessments have been paid in full. Taylor reported that the Chilcott Ditch Company has changed the status of the ditch rider from an independent contractor to employee. Taylor reported that additional funds might be available through FEMA for the ditch company due to the recent flooding. Taylor reported that the ditch's head gates are open and operational. Due to the amount of rain, the ditch has not had any demand for water. Taylor reported that Shaffer presented a notice of Chilcott's prescriptive easements.

IX. Manager's Report:

Shaffer reviewed the Managers Report dated June 11, 2015, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

- i. Pikes Peak Regional Water Authority (PPRWA): Shaffer stated that the PPRWA is convened for the summer.
- ii. Zone 3 Preliminary Engineering Study: Shaffer reported that the zone 3 engineering study received it's funding. Shaffer stated that the Tri-View Metropolitan District is now a project participant for this study.

B. Operations: Randy Gillette

- i. Water Report: Gillette reported that the unaccounted water for May, 2015 was at 11%. Gillette stated that WWSD had two significant water main issues. Gillette stated that Lake Woodmoor is very full, and operations is diverting water out of the lake to avoid flooding issues.
- ii. Sewer System: Gillette stated that flows are down in the sewer system.

C. District Construction/Planning Projects:

- i. JV Ranch Re-vegetation Project Update: Shaffer stated that he has sent out a request for proposals for the herbicide application at the JV Ranch and is waiting to receive the proposals back.
- ii. Lake Pump Station Improvements Update: Shaffer reported that the lake pump improvements have been completed.
- iii. Lake Woodmoor Access Road: Shaffer stated that he is working on an easement issue concerning the Lake Woodmoor access road. Shaffer will have an update next month.
- iv. District Facilities Signs: Gillette stated that he will meet with the sign designer tomorrow. Gillette will have an update next month.
- v. Aquatic Weed Control at Lake Woodmoor: Shaffer stated that staff continues to monitor the aquatic weed levels in Lake Woodmoor, and they are at expected levels. Shaffer stated the project is looking to be successful.

D. WWSD Subdivision/Development Status Update:

- i. Village Center Filing 4 A: Shaffer stated that Village Center Filing 4 is considering becoming a non-potable water customer. He will have more information next month.

E. Other Topics:

- i. **Employee Health Insurance for 2016:** Shaffer reported that the inter governmental agreement that WWSD had for their health insurance will not be renewed in 2016. Shaffer stated that he is looking into different solutions for WWSD's employee insurance needs.

X. Special Reports and Subjects:

A. **Engineer's Report:** None.

B. **Attorney's Report:** None.

C. **WIA Meeting Report:** Schwab stated that the WIA meeting was very short and there were no issues.

XI. Executive Session (1):

It was moved, duly seconded, and unanimously approved that the Board move into Executive Session pursuant to: C.R.S. Section 24-6-402: (1) Subsection (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and (2) Subsection (b) for a conference with legal counsel for the purpose of receiving legal advise on specific legal questions; all related to the Joint Use Agreement and water leases., Session commenced at 3:17 p.m. The Board returned to Regular Session at 3:49 p.m.

XII. Consider Approving Interim Funding of Phase One Contract:

The Board decided to approve the interim funding of phase one construction.

Motion: Upon motion by Director Courrau and seconded by Director Taylor, the Board unanimously voted to approve the interim funding of the phase 1 contract.

XIII. 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 3:50 p.m.

Respectfully Submitted,


Beth Courrau, Secretary