

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on April 14, 2016 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Town
 Director Strom
 Director Courrau
 Director Schwab

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

Visitors: Chris Wright - Pikes Peak Brewery
 Greg Nagel - Woodmoor Village, LLC
 James Howald - Our Community News

I. Call to Order:

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

II. Reading of the Minutes:

Copies of the March 10, 2016 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. Ponderosa/Bald Mountain Estates Service Options Exploration Request: Shaffer stated that this community is located north of County Line Road. The community has 26 single family homes and the Ponderosa Church Camp. Shaffer stated that originally the Ponderosa set up the community for their church members to move into the single family homes, but now the homes have been sold to non-members of the church. Shaffer stated that the Ponderosa Organization is responsible for water and sewer services to the community, and is now in need for some major improvements. Shaffer stated that Douglas County has approached him and asked if he would ask the Board if they would be open to working with Douglas County, Ponderosa and the homeowners to do an engineering study to see what options were open to the community. Douglas County would pay for the study, and an engineer of WWSD's choice to conduct the study. The study would give the community a better idea of what it would cost them if they should present a formal request to WWSD for inclusion or extraterritorial service. Shaffer stated

that Douglas County asked if WWSD, on a staff level, could help with a preliminary study to see if a formal engineering study would be worthwhile. Shaffer stated that the community is only looking for water service. The Board directed Shaffer to move forward at the staff level. Shaffer stated that he would report back to the Board in a couple of months.

B. Consider Award of Pilot T&O Study: Shaffer stated that he is still working on his recommendation for the taste and odor pilot award. Shaffer stated that he would like to have a Special Board Meeting later in the month to present his recommendation to the Board. Shaffer stated that he will also have his recommendation for the equipment storage structure on the ranch at that time. The Board decided to hold a Special Meeting at 1 p.m. on April 28, 2016.

IV. Old Business: None.

V. Financial Discussion:

Director Schwab stated that he had reviewed the financial statements, and everything looks to be on track. It was moved, duly seconded, and unanimously passed that the financial reports be accepted.

VI. Public Discussion: None.

VII. Joint Use Committee Report:

Strom reported that the construction at the TLWTF is on schedule and within budget. Strom stated that the fire department imposed a requirement for an on-site generator for fume evacuations.

VIII. Chilcott Ditch Company/ JV Ranch Report:

Shaffer stated that he is very pleased with the progress that is being made to the Chilcott Ditch. Shaffer reported that Gillette and the new ranch employees have already completed three projects set for this year, to include two culverts and a new flume. Shaffer stated that the crew has also been working on cleaning out the ditch. Gillette stated that there seems to be a question on where the canal ends, and Town suggested having the property surveyed. Shaffer reported that safety wear has been purchased for the employees working at the ranch to protect them from the rattlesnakes that are abundant in that area.

IX. Manager's Report:

Shaffer reviewed the Manager's Report dated April 14, 2016, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities: None.

B. Operations: Randy Gillette

- i. **Water Report:** Gillette reported that Well 11 is still having a sand issue, and staff is working on the problem. Well 8 has been pulled for new equipment replacement. Gillette stated that the new backhoe has been received, and the old one was taken down to the ranch.

C. District Construction/Planning Projects:

- i. **Fountain Valley Range Project: Storage Building RFP:** Shaffer stated that he received two proposals for the storage building, and both came in high. Shaffer stated that he started doing more research on this project, and found that WWSD might qualify for an agriculture exemption through El Paso County. Shaffer stated that he went to the County about the exemption, and should hear back from them in a few days. The exemption eliminates permitting and a lot of the red tape that drives the price up. Shaffer stated that he is looking into fabric enclosures, which can be constructed in about three weeks and are able to be moved to different locations. Shaffer stated that the mobility of the structure would be useful, when they start work on the other side of the ranch. Shaffer stated that if he receives the exemption, he will start looking closer at these enclosures and get pricing to bring back to the Board.

D. WWSD Subdivision/Development Status Update:

- i. **Pikes Peak Brewing Expansion:** Shaffer introduced Chris Wright who is the manager of the Pikes Peak Brewery, and Greg Nagel, who is the property owner to the Board. Shaffer stated that Wright would like to expand the brewery. Shaffer stated that WWSD's current supplemental water service agreement, does not list micro-breweries in the formula table, and if the Board agrees, he will work on adding this category to the policy. Shaffer stated that once the policy is updated, he will present it to Wright and Nagel so they can determine the action they want to take. Wright stated that he is looking to expand three times from what he has today. Shaffer will bring more information to the Board in the next couple of months.

- ii. Senior Living Facility: Shaffer stated that he was approached by a developer that is looking to build a new senior center just south of the YMCA. Shaffer stated that he will have more information as it comes along.

E. Other Topics:

- i. Showing of "The Great Divide" to WWSD Customers: Shaffer stated that he talked to four other water providers in the area, to see if they would be interested in the showing of The Great Divide. All four providers thought it was a great idea and would like to participate in sponsoring the event. Shaffer reported that Palmer Ridge High School auditorium seats 720 people and there would not be any charge to use the facility. Shaffer stated that there would be a charge for their personnel to manage the doors and janitorial service. Shaffer stated that total cost per provider should be around \$250.00. The Board suggested a week night in June or July would work out best for the showing. The Board directed Shaffer to move forward and schedule the event.
- ii. Xpress Bill Pay/Chase Paymentech Agreement Progress: Shaffer stated that the Chase Paymentech agreement has been executed, and the Xpress Bill Pay agreement is still in review. Shaffer stated that he hopes to have that agreement completed next week. Shaffer stated that as soon as the agreements are finalized, WWSD will move into the process of installing the software. The Board directed Shaffer to sign and execute the Xpress Bill Pay agreement after legal review.
- iii. Renewable Water Project Name Alternatives: Shaffer stated that the Board asked him to come up with some new project names for the JV Ranch. After a lengthy discussion, the Board decided to call the property "The Ranch", and Shaffer will work on some names for the different projects being worked on at the ranch.

X. Special Reports and Subjects:

A. Engineer's Report: None.

B. Attorney's Report: Smith stated that the Board asked her to check into the permanent mail-in voter status at the last Board Meeting. Smith stated that this practice has been replaced with permanent absentee voter status. Smith stated that any person wanting to become a permanent absentee voter for WWSD must fill out an application. The forms can be obtained through the designated election official who works out of Smith's office and must be turned in by April 29, 2016 for the upcoming election. Smith asked the Board to consider striking the Executive Session from the agenda.

Motion: Upon motion by Director Schwab, and seconded by Director Courrau the Board unanimously voted to strike the executive session from the agenda.

C. WIA Meeting Report: Schwab reported that the name "Woodmoor" is not a trademark name, but is a service trademark. Schwab stated that WWSD might be able to use the name Woodmoor in naming ranch projects.

Note: Director Courrau stated that she is planning a small get together on May 4, 2016 to thank President Town for his service to the District.

Note: Town asked the Board to excuse Director Taylor from the Board Meeting

Motion: Upon motion by Director Schwab, and seconded by Director Courrau the Board unanimously voted to excuse Director Taylor from the 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 2:50 p.m.

Respectfully Submitted,


Beth Courrau, Secretary