

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on May 12, 2016 at the Woodmoor Water and Sanitation District No. 1 office.

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

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

Visitors: James Wyss - Elected Director  
Brian Bush - Elected Director  
James Howald - Our Community News

### I. Call to Order:

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

- II. Farewell To and Comments from Outgoing Board Members: Director Courrau stated that she has lived in Woodmoor for 29 years, and has served on a several Boards to include WWSD for the past six years. Courrau stated that WWSD's Board was the most pleasurable and interesting Board she has ever served on. Courrau stated that the Board made a lot of difficult decisions that she was proud to be a part of. Courrau thanked the Board Members and WWSD staff for sharing their knowledge and support for the last six years. President Town stated that he joined the Board eight years ago. Town stated that the challenges that have come to this Board were very complex. Town stated that his main goal for the WWSD Board was to be able to state that Woodmoor would always have water. Town stated that he is proud of the fact that WWSD has secured a water right. Town spoke about the property that was purchased with the water right, and his outlook of what WWSD could do with the property down the road. Town sated that it was a great pleasure working with the other Board Members and WWSD's staff. Shaffer thanked Courrau and Town for standing up and making tough decisions while serving on the Board. Shaffer stated that he appreciated the support they gave him during their terms, and it has been a great pleasure working with both of them. Gillette thanked both members for their service to the District and their great leadership. Gillette also thanked the members for their continued support to the WWSD staff. Shaffer and Gillette gave parting gifts to Courrau and Town.

- III. **Swearing in of New Board Members:** Smith stated that Howland will administer the Oath, and asked Brian Bush and James Wyss to please stand. Howland asked Bush and Wyss to please raise their right hand and repeat the Oath. Both Bush and Wyss were sworn in as Board Directors for Woodmoor Water & Sanitation District No. 1.
- IV. **Election of Board Officers:** Smith stated that the first order of business, is to elect Board Officers. Smith explained the duties of each position. Director Bush nominated Director Taylor as President. Director Strom seconded the nomination. Smith stated that hearing no further nominations for President, the nominations were closed and the Board voted unanimously to elect Director Taylor as Board President. President Taylor opened the nominations for Secretary. Director Schwab volunteered for the position and Director Bush seconded the nomination. Taylor stated that hearing no further nominations for Secretary, the nominations were closed and the Board voted unanimously to elect Director Schwab as Board Secretary. President Taylor opened the nominations for Treasurer. Director Schwab nominated Director Wyss and Director Strom seconded the nomination. Taylor stated that hearing no further nominations for Treasurer, the nominations were closed and the Board voted unanimously to elect Director Wyss as Board Treasurer. Director Strom was appointed the JUC representative and President Taylor the alternate representative. President Taylor was appointed the Chilcott Ditch Company representative.
- V. **Reading of the Minutes:** Copies of the April 14 and April 28, 2016 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. Director Strom asked that the contract amount not to exceed \$210,545 that was awarded to FEI Engineers for the taste and odor study be added to the April 28, 2016 meeting minutes. It was moved, duly seconded, and unanimously passed that the meeting minutes be approved with the above correction.

**Motion:** Upon motion by Director Wyss, and seconded by Director Bush the Board unanimously voted to excuse Director Schwab from the April 28, 2016 Board Meeting.

VI. **New Business:** None.

VII. **Old Business:**

**A. Ratification of Xpress Bill Pay Service Contract:** (Item removed from agenda)

VIII. **Financial Report:** Director Schwab stated that he has reviewed the financial statements, and everything looks to be on track. It was moved, seconded and unanimously passed that the financial reports be accepted.

IX. **Public Discussion:** None.

- X. **Joint Use Committee Report:** Director Strom stated that he is now President of the JUC. Strom explained the structure of the JUC to the new Directors. Strom stated that the annual audit of the TLWWTF has been completed, and everything looks good.
- XI. **Chilcott Ditch Company / JV Ranch Report:** Gillette reported that he had to replace the head gate flume at the Chilcott Ditch. Gillette stated that they also had to replace three culverts. Gillette reported that the ditch rider has done a great job cleaning out the ditch. Gillette stated that he now has some issues with the syphon, which will probably need to be realigned. Gillette will have more information next month.
- XII. **Manager's Report:** Shaffer reviewed the manager's report dated May 12, 2016, a copy of which is attached hereto.

**A. Collaborative Organizations / Opportunities:**

- i. PPRWA: Shaffer stated that the zone three preliminary engineering study is moving forward. Shaffer stated the Forsgren & Associates will present findings to the Board when the study is complete.
- ii. Monument/Woodmoor Reuse Feasibility Study: Shaffer stated WWSD is participating in this study. Shaffer explained how the process will work and stated that preliminary results look promising. Shaffer will have more information next month.

**B. Operations: Randy Gillette**

- i. Water Report: Gillette reported that the unaccounted water percentage is at 11% for the month of April, 2016 and the year to date percentage is at 6%. Gillette explained the process of comparing meter reads and production reads to the Board. Gillette stated that Lake Woodmoor's elevation is at 7095.8. Gillette reported that Well 8 is still down with a cable issue. Well 11 is also offline due to sand issues. Well 16 is losing production, and WWSD is in the process of analyzing that issue.
- ii. Sewer Report: Gillette stated that WWSD is over budget on the wastewater budget due to cleaning the roots out of the north outfall.

**C. District Construction/Planning Projects:**

- i. The Ranch Range Project: Shaffer stated that the revegetation project at the ranch is in full-swing. Shaffer stated that the plan is to flood irrigate one half of the area, and sprinkler irrigate the other half. Shaffer reminded the Board that WWSD is only revegetating 25% at this time, and the total project will take anywhere from seven to nine years to complete. Shaffer stated that WWSD is in the process of hiring more employees for the range project. Shaffer explained the long range plan for the revegetation of the ranch to the new Board Members.
- ii. T&O Study Kick Off: Shaffer stated that he met with FEI Engineers last week to start the T&O study. Shaffer stated that FEI has a very aggressive schedule, and will start with bench scale testing. Shaffer will have more information as the study continues.

**D. WWSD Subdivision/Development Status Update:**

- i. Dunes: Shaffer stated that the Dunes is close to conditional acceptance.
- ii. Monument Self Storage: Shaffer stated that the storage facility is close to opening.

**E. Other Topics:**

- i. Showing of "The Great Divide" to Woodmoor Customers: Shaffer stated that he is still working with Palmer Ridge High School to set up the showing of "The Great Divide". Shaffer will have more information next month.
- ii. Draft Audit: Shaffer stated that WWSD has received their 2015 draft audit, and will be working on the disclosure statements to complete the audit.

**XIII. Special Reports & Subjects:**

- i. Engineer's Report: None
- ii. Attorney's Report: Smith stated that the Board Election was held on May 3, 2016. The election was a polling place election and Smith wanted to express her gratitude to the WIA staff for all their help. Also Smith expressed her thanks to Lance Nielsen for his help in picking up and delivering the election equipment. Smith reported that there were 52 votes cast, and the results were made official yesterday. Smith stated that she would like to have a meeting with each of the new Board Members to review current legal issues that WWSD is involved in.

and also review Colorado Open Records laws. Smith stated that she would like to discuss the voter turn out for the election. Smith stated that she discussed this matter with Shaffer, and they would like to recommend for the next election adding a plan on how to get the word out. Smith stated that they would have to go over what is allowed by Colorado State law at that time.

- iii. WIA Meeting Report: Schwab stated that he did not attend the WIA meeting. Schwab informed the Board that he is still working on the hiking trail around Lake Woodmoor, and would like to meet with the Woodmoor Cove Town Homes whom would also like to put a trail in. Schwab will have more information after that meeting. Going forward, Director Bush will deliver the WIA report.

- XIV. **Executive Session:** Smith requested that the executive session be stricken from the agenda. The Board unanimously decided to strike the executive session from the agenda.

Note: President Taylor told the new Board members about the SDA conference being held in September, 2016. Taylor encouraged the members to attend is possible.

- XV. **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 3:07 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tommy Schwab', written over a horizontal line.

Tommy Schwab, Secretary