

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on April 12, 2018 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Taylor  
Director Wyss  
Director Strom  
Director Bush  
Director Schwab

Manager: Jessie J. Shaffer  
Assistant Manager: Randy Gillette

Attorney: Erin Smith

Secretary: Marsha Howland

Visitors: Maggie Hanna - Hanna Ranches  
Ann Hanna - Hanna Ranches  
Larry and Janie Howard - Woodmoor Residents  
Marcus Cary - Woodmoor Resident  
Tom Roddam - Woodmoor Resident  
Dan Niemela - Bishop, Brogden & Associates  
James Howald - Our Community News

- I. **Call to Order:** President Taylor called the meeting to order at 1:00 p.m.
  
- II. **Reading of the Minutes:** Copies of the March 8, 2018 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 with a correction from Smith.
  
- III. **New Business:**
  - A. **Consider Awarding a Construction Contract for Drilling of Well 21 to Hydro Resources:** Dan Niemela from Bishop, Brogden & Associated gave a presentation concerning the upcoming Well 21 project. Niemela stated that the well will be 2,300 feet deep, and they are expecting a yield of 250 to 300 gallons of water per minute. Niemela reported that WWSD is drilling a new well due to higher water demands in the District and the water levels declining in the Denver Basin

aquifers. Also, the District has two wells that are reaching the end of their expected life. Niemela stated that WWSO received two bids for the Well 21 project. One from Hydro Resources at \$884,715 and the second from Layne Christensen that came in at \$1,020,010. Niemela stated that both companies have extensive experience drilling wells. Niemela stated that staff is recommending awarding the project to Hydro Resources. Niemela reported that the project will take around 12 weeks. The actual drilling of the well is a 24/7 operation and will take approximately three to four weeks. The contractor will have 16 foot sound barriers that will help with the noise factor, but Niemela stated that drilling a well is very loud and the lights needed to work at night are very bright. Shaffer stated that the District is taking every reasonable opportunity available to minimize the disturbances to the neighborhood. Shaffer stated that staff has sent out notifications primarily to the residents who live along the pipeline corridor, and will also be sending out notifications to the residents around the well site. Shaffer reported that he will meet with any of the residents that have questions concerning the project. Shaffer stated that he budgeted a little over \$2,000,000 for the well project to include the pipeline, well house, and the well drilling.

**Motion:** Upon motion by Director Schwab, and seconded by Director Bush the Board unanimously voted to award the construction contract for drilling Well 21 to Hydro Resources in the amount of \$884,715. The Board also set aside funds in the amount of \$132,000 for a 15% change order contingency. The Board authorized President Taylor to sign all documents needed for the well drilling project.

**B. Consider Evaluating a District Work Week Consisting of Four Ten Hour Days:** Shaffer stated that staff is asking the Board to consider changing the employee work week from five eight hour shifts to four ten hour shifts. Shaffer stated that this discussion has come up many times in the last ten years at the staff meetings. Shaffer stated that the hours would be 7:00 a.m. to 5:30 p.m. Monday thru Thursday. Shaffer stated that he has extensively researched the positives and negatives regarding the ten hour days. Shaffer stated that if the Board was willing to consider the schedule, he would prepare a proposal for the next meeting. Shaffer stated that he would like a four-month test period for the new schedule starting in June. Shaffer stated that at the end of the test period, he would analyze customer service, employee productivity, overtime, and the overall employee input regarding the ten hour days. The Board discussed the nine-hour work schedule as an alternative to the four-ten hour schedule. Shaffer stated that employees stated that they would prefer the four-tens. Shaffer stated that Mountain View Electric implemented the four-ten schedule a few years ago, and he plans on speaking with the managers there to get their input on the schedule. The Board also discussed the customer service aspect of the new schedule. Shaffer stated that customer calls and in office visits were slow on Fridays. Shaffer also stated that with the office remaining open until 5:30 in the evenings would allow staff to do projects such as meter change-outs in customers homes without the customers having to take extra time off from their jobs. Director Bush stated that he has some qualms about the office being closed on Fridays, employee productivity, but if the rest of the Board Members are willing to give the schedule a test run, he would be fine with that. The Board discussed staggering the employees days off with some off on Friday and others off on Mondays. The Board directed Shaffer to put a proposal together for the May Board Meeting.

Note: Director Bush stated that he was contacted by the Tri-Lakes Monument FPD concerning using Lake Woodmoor as a water source should the area be threatened by fire, a copy of the letter is attached hereto. President Taylor stated that in the past, WWSD has granted permission to the fire authority to use Lake Woodmoor as a water source. Bush recommended that Shaffer reply to the request granting pre-approval to use Lake Woodmoor as a water source in case of fire. Shaffer will send the reply.

**IV. Old Business: None.**

**V. Financial Report:** Director Wyss stated that he has reviewed the financial statements and stated that the District remains in a strong financial position. It was moved, seconded and unanimously passed that the financial reports be accepted.

**VI. Public Discussion:** Maggie and Ann Hanna stated they were attending the Board Meeting to introduce themselves as neighbors located south of the JV Ranch. Thomas Roddam stated that he was attending the Board Meeting to introduce himself and would like to volunteer for the open seat on the Board of Directors. Roddam stated that he has been a resident of Woodmoor since 1999 and also owns and operates Affordable Flooring Connections located in Woodmoor. Roddam submitted his resume to President Taylor.

**A. Supplemental Water Waiver Request for Potential Pond Augmentation Customers; Larry Howard and Marcus Cary:** Shaffer stated that Howard and Cary jointly own a pond located between their properties and are interested in the pond augmentation plan that the District offers. Shaffer stated that WWSD's water augmentation service policy states that applicants must be in compliance with WWSD's supplemental water policy before they can receive augmentation service. Shaffer stated that the District's standard water allocation practice is 1/2 acre-foot of water per acre of land per year. Shaffer stated that residents whom either use or are projected to use over that standard allocation may ask the Board to approve a supplemental water request. Shaffer stated that the fee for supplemental water is \$29,000 per acre-foot. Shaffer stated that calculations show that Howard and Cary will need to purchase supplemental water in order to obtain the augmentation service plan. Shaffer stated that the cost of supplemental water would be approximately \$5,200 for Cary's lot and \$4,200 for Howard's lot. Then, the augmentation water would be billed monthly to each person. Shaffer stated that Howard and Cary would like to speak to the Board and request a waiver for the supplemental water service fee. Howard stated that he is a builder and has been a resident of Woodmoor since 1992 and Cary has been a Woodmoor resident for about two years. Howard stated that the pond was originally a cattle watering hole dating back to 1890. Howard

stated that their pond fills with snowmelt and rainwater. Howard stated that at this time, the pond is almost dry, only about a foot of water in it, and normally only fills to around 25%. Howard stated that he questions Shaffer's calculations and wants to verify the numbers as this cost is a huge impact on himself and Cary. Howard stated he is hoping the Board will grant them a waiver to the supplemental water service fee. Howard stated that if they are forced to pay this fee, along with the augmentation application fee and service they will probably have to dry up the pond. Shaffer reported that after his discussion with Howard and Cary, he did go back and look at the policy specifications. The policy states staff will augment ponds as if they were full, and water is sent to the rivers to cover evaporation of the pond also as if it was full. Shaffer stated that with the amount of augmentation water needed to cover the evaporation of the pond, it projects Howard and Cary will go over the 1/2 acre-foot of water per acre of land, so a supplemental water service is needed to cover the overage. Director Bush asked Howard and Cary if they were willing to pay the augmentation fees. Both residents stated that they wanted to keep the pond and would pay for the augmentation, but did not feel they should have to pay for supplemental water service. Director Bush stated that in this scenario, the supplemental water fee added to the augmentation service fees seems unreasonable. Bush stated that when the supplemental water policy was put in place, he doubts that the Board at that time ever considered that the State would demand pond augmentation. Bush stated that it would be his recommendation to waive the supplemental water service fee if Howard and Cary committed to paying the monthly augmentation water bills and application fee.

**Motion:** Upon motion by Director Bush, and seconded by Director Wyss the Board unanimously voted to waive the supplemental water service fee for Larry Howard and Marcus Cary for this special circumstance.

Note: Executive Session was moved up on the agenda.

**VII. Executive Session:**

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 (a) for discussions related to the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and (2) Subsection (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and (3) Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions; all related to a potential land lease with JUWI, Inc. Session commenced at 2:31 p.m. The Board returned to Regular Session at 3:04 p.m.

Note: Ann Hanna requested information concerning the JEWI project on the ranch. Director Bush informed Hanna that Shaffer will be in touch with her in regards to her concerns over the JEWI project at the ranch.

- VIII. **Joint Use Committee Report:** Director Strom stated that the JUC had more discussions about the sampling procedures at the wastewater plant. Strom reported that the plant will increase their sampling to four times per month. Strom reported that Bill Burks is looking into the cost of a new blower for the plant. The Board discussed how the cost of a new blower would be allocated. Gillette stated that the JUC would need to discuss the cost allocation of the blower in more depth.
- IX. **Chilcote Ditch Company / JV Ranch Report:** Shaffer reported that the Chilcote Ditch Co. held a special Shareholders meeting to discuss the erosion issue at the augmentation station. The Shareholders authorized Shaffer to contact Matrix Design Group to start the project design for the one hundred year storm event and CWCB to start the loan process. Shaffer stated that the weather will determine the start date of construction.
- X. **Manager's Report:** Shaffer reviewed the manager's report dated April 12, 2018 a copy of which is attached hereto.

**A. Collaborative Organizations/Opportunities:**

- i. PPRWA: Shaffer stated that the PPRWA is going to oppose the new 811 Bill. Shaffer will have more information about the Bill in the next few months.

**B. Operations Update:**

- i. Water Report: Gillette stated that the unaccounted water percent is at 25% for March. Gillette reported that staff has been checking and re-checking the District looking for any leaks, and have not located any. Gillette stated that he has looked at all the wells and plants, and as of today he has not found any reason for the unaccounted percentage. Gillette stated that he has Badger Meter coming in to make sure the meter reads going to billing is correct. Badger Meter will also run various tests to be sure all of our programs are compatible. Gillette will continue to work on this issue and keep the Board posted. Gillette reported that Lake Woodmoor is getting a lot of pedestrian traffic up by the dam. Gillette stated that he will post more "No Trespassing" signs, and also contact Public Safety to patrol the area.

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

- i. Monument Hill Road Utility Relocates: Shaffer stated that staff is waiting for El Paso County for the bidding dates on this project.

- ii. SFP Raw Water Influent Low Flow Bypass: Shaffer stated that this project is moving forward and staying under budget.

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

- i. North Bay at Lake Woodmoor: Shaffer stated the development is moving forward. This development is planning on 28 townhomes.
- ii. The Beach: Shaffer stated the staff has approved the plans for The Beach. This development is planning on 35 homes.

**E. Other Topics:** None.

**XI. Special Reports & Subjects:**

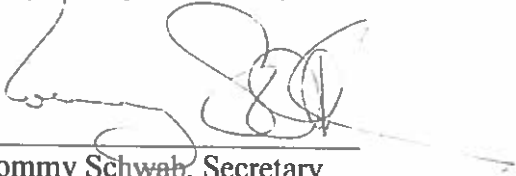
- i. Engineer's Report: None
- ii. Attorney's Report: None.
- iii. WIA Meeting Report:

Note: The May Board Meeting will be held on May 17th, 2018.

**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 3:49 p.m.

**Record of April 12, 2018 Board Meeting**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tommy Schwab', written over a horizontal line. The signature is stylized and includes a large loop.

Tommy Schwab, Secretary