

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on May 17, 2018 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Taylor
Director Wyss
Director Bush
Director Hanson

Manager: Jessie J. Shaffer
Assistant Manager: Randy Gillette

Attorney: Erin Smith

Secretary: Marsha Howland

Visitors: Dan Niemela - Bishop, Brogden & Associates
Hannah Jones - Tetra Tech
Ben Johnson - Tetra Tech
Jorge Hinojos - Tetra Tech
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 April 12, 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.

- III. **New Business:**
 - A. **Oaths for New Directors:** Smith requested that Howland administer the Oath and asked Directors Taylor and Hanson to please stand. Both Directors repeated the Oath and were sworn in as Board of Directors for the Woodmoor Water & Sanitation District No. 1.

B. Election of Board Officers: President Taylor stated that the first order of business is to elect Board Officers. Director Bush nominated Director Taylor as President, Director Wyss 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 Treasurer. Director Bush nominated Director Wyss for Treasurer, Director Hanson 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. President Taylor opened the nominations for Secretary. Director Hanson nominated Director Bush for Secretary, Director Wyss seconded the nomination. Taylor stated that hearing no further nominations for Secretary, the nominations were closed and the Board voted unanimously to elect Director Bush as Board Secretary. Director Hanson was appointed the JUC representative. President Taylor was appointed the Chilcott Ditch Company representative.

C. Discuss Appointment to Fill Vacant Director Seat: President Taylor asked the Board for recommendations to fill the currently vacant seat on the Board. Taylor stated that Tom Roddam has shown interest in becoming a Board Member. Taylor reported Roddam is a resident and owns a business in Woodmoor, but does not have any experience in the water industry. The Board discussed different options to fill the vacant seat and decided to offer Roddam the seat.

Motion: Upon motion by Director Wyss, and seconded by Director Bush the Board unanimously voted to contact Thomas Roddam and offer him a seat on the Board of Directors of the Woodmoor Water & Sanitation District No. 1. If accepted, Mr. Roddam will be formally appointed and sworn in at the June 2018 Board Meeting.

D. Consider Authorizing Banking Signatories for Newly Seated Directors and Removing Directors Strom and Schwab: Howland asked the Board to consider adding Director Hanson to the Community Banks signature cards for WWSD's operating account, and removing former Directors Strom and Schwab signatures from the same account.

Motion: Upon motion by Director Wyss, and seconded by Director Bush the Board unanimously voted to add Director Hanson to the Community Banks signature cards for Woodmoor Water and Sanitation District No. 1 operating account.

Motion: Upon motion by Director Bush, and seconded by Director Wyss the Board unanimously voted to remove former Directors Strom and Schwab from the Community Banks signature cards for the Woodmoor Water and Sanitation District No. 1 operating account.

E. Discuss Cross Parking/Cross Access Agreement with Cove at Woodmoor and La Plata Communities: Shaffer reported that Tom Taylor who represents La Plata Communities contacted him concerning their development at North Bay. Shaffer stated that Taylor's engineers for the development informed him that the access used to enter the existing parking lot for the Cove at Woodmoor crosses WWSD property. Shaffer stated that Taylor is requesting a formal cross parking access agreement with WWSD for this parking area. Shaffer stated that the property is located at Well 5. Bush stated that he does not have a problem with the access agreement, but would recommend that a contingency be put into the agreement that would allow WWSD to reserve the right to revoke the access if the site is needed for a new well. Shaffer stated that if the Board agrees to the access, he will have Smith work up the agreement. Wyss stated that the attorney fees for the agreement should be paid by La Plata. The Board directed Shaffer to move forward with the agreement to include the above contingency and La Plata's agreement to pay for the legal fees.

IV. Old Business:

A. Consider Approval of Lease Agreement with JUWI, Inc.: Shaffer stated that the lease agreement is not finalized at this time. Shaffer requested a Special Board Meeting to be held on May 24, 2018 for consideration of the JEWI lease agreement. The Board agreed to the Special Board Meeting.

B. Consider Approval of Augmentation Agreement with Jim and Donna McGuire: Shaffer reviewed the terms of the augmentation agreement with Jim and Donna McGuire that the Board had directed him to move forward with, a copy of which is attached hereto. Shaffer stated that McGuire is surrendering a pre-paid tap that he owns in exchange for WWSD augmentation services for six years.

Motion: Upon motion by Director Wyss, and seconded by Director Bush the Board unanimously voted to approve the augmentation agreement with Jim and Donna McGuire, and authorized President Taylor to sign the agreement.

C. 2017/2018 Long- Range Planning Guide Presentation and Overview by Tetra-Tech: Shaffer stated that consultants from Tetra-Tech, Bishop Brogden & Associates, along with WWSD staff completed the 2017/2018 long- range planning guide. The consultants presented a summary of the long- range plan to include growth projection and District boundaries, current and future water and sewer systems, capital projects, and cash flow projections for the Board. The Board thanked the consultants for their work and projections for the long- range planning guide.

D. Presentation of Compressed Work Schedule Pilot Proposal: Shaffer presented the compressed work pilot program to the Board. The presentation included several pros and cons contributed to a 4-10 work schedule. Shaffer reported that he researched several studies conducted on the 4-10 schedule, and talked to another local utility that has had the 4-10 schedule for several years. Shaffer stated that the results of his research show pros to include: increased employee productivity, reducing employee turnover and absence, improve employee morale, increases customer service hours, and decreases employee fuel and daycare cost. Shaffer stated the cons are: worker fatigue which leads to potential work accidents, decreased productivity, daycare challenges, customer service decline and negative customer perception of the compressed work week. Shaffer stated that in today's increasingly competitive work environment, he feels the 4-10 work week would help recruit and retain high caliber employees for WWSD. Shaffer stated that if the Board considers a pilot compressed work week he would track customer service complaints, employee overtime, productivity, and overall employee opinions of the 4-10 schedule during the four-month pilot project. The Board asked Shaffer how he would inform the residents if they were to consider the pilot program. Shaffer stated that he would post the new hours on the office door, Woodmoor Improvement Association, Community Banks, and the WWSD website. He would also send out a newsletter, blast e-mails, bill stuffers, and a press release to the local newspapers.

E. Consider Authorizing the Implementation of the Compressed Work Schedule Pilot Program: Shaffer asked the Board to consider the compressed work schedule. The pilot would start on June 21, 2018 and continue through October 17, 2018. The office hours would be 7:00 a.m. - 5:30 p.m. Monday through Thursday.

Motion: Upon motion by Director Bush, and seconded by Director Hanson the Board unanimously voted to approve the implementation of the compressed work schedule pilot program.

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:** None.

VII. **Joint Use Committee Report:** None.

VIII. **Chilcott Ditch Company / JV Ranch Report:** Shaffer reported that he met with the Matrix Group engineers yesterday. The Matrix Group will be designing the project to fight the erosion issue along Fountain Creek. Shaffer stated that the project should go out for the construction bids in July.

Note: Executive Session was moved up on the agenda.

IX. **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 water rights and a potential land lease with JUWI, Inc. Session commenced at 3:24 p.m. The Board returned to Regular Session at 3:46 p.m.

X. **Manager's Report:** Shaffer reviewed the manager's report dated May 17, 2018 a copy of which is attached hereto.

A. Collaborative Organizations/Opportunities:

i. PPRWA: Shaffer stated that the PPRWA is on summer hiatus.

B. Operations Update:

i. Water Report: Gillette stated that the unaccounted water percent is back in line at 8%. Gillette stated that he is still monitoring the system for any leaks. Gillette stated that staff is monitoring the meter readings closely, and has not come up with any issues that would contribute to the unaccounted water percentages of the last few months. Gillette reported

that there was a leak in an irrigation system in South Woodmoor. The location of the leak was before the meter, and in a very sandy soil area. The leak stayed underground due to the sand, so it was not detected. Gillette stated that there isn't a way to figure out how much water was lost, but the irrigation system has been shut off. Shaffer stated that he is doing some internal audits with the billing software to ensure the billing is correct.

C. District Construction/Planning Projects:

- i. Lewis Palmer School District - Safe Routes to School: Shaffer stated that Lewis Palmer School District did receive the grant for the safe route, and is in the design process. Shaffer reported that the design for the path will go into the spillway and then back out. The Board expressed their safety concerns regarding the path. Shaffer stated that there will be signage posted at the spillway. Shaffer reported that all liability issues will be handled by the School District. The Board directed Shaffer to notify Lewis Palmer School District that they are still in favor of the safe route to school pathway. Shaffer stated that he will have more updates for the Board in the next few months.
- ii. Monument Hill Road Utility Relocates: Shaffer stated that staff is waiting for El Paso County for the bidding dates on this project.
- iii. SFP Raw Water Influent Low Flow Bypass: Shaffer stated that the design is complete for this project and the equipment is ordered. Shaffer stated that they have not decided if WWSD will hire a contractor to install the equipment or if staff will do the installation.
- iiii. Scrub Oak Circle Water Line Replacement: Shaffer reported that staff is just starting to work on the design for this project.

D. WWSD Subdivision/Development Status Update: None.

E. Other Topics:

- i. 2nd Quarter 2018 Draft Newsletter: Shaffer asked the Board to review their copies of the newsletter, and submit any changes to him by May 21st.
- ii. Electricity Dependence & Safeguards: Shaffer stated that President Taylor gave him a copy of an article titled "The Threat We Fail To Address", a copy of which is attached hereto. Shaffer stated that the article addresses power grid catastrophic vulnerabilities, and was distributed to the Board for information purposes only.

XI. Special Reports & Subjects:

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

Note: The June Board Meeting will be held on June 18, 2018 starting at 2 p.m.

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 4:19 p.m.

Record of May 17, 2018 Board Meeting

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brian Bush", written over a horizontal line. The signature is stylized and cursive.

Brian Bush, Secretary