

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on August 13, 2018 at the Woodmoor Water and Sanitation District No. 1 office.

Present: Director Taylor
Director Wyss
Director Bush
Director Hanson
Director Roddam

Manager: Jessie J. Shaffer
Assistant Manager: Randy Gillette

Attorney: Erin Smith

Secretary: Marsha Howland

Visitors: Jasper 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 July 9, 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. **Mid-Year Budget Updates:** Shaffer reviewed the mid-year budget, a copy of which is attached hereto. The mid-year budget reflects the projected revenues and expenses for the 2018 year end given the actual information as of 7-31-18. The Board approved the mid-year budget for working purposes.

B. Consider Construction Water Service Request by Kramer Construction for Phase II of the I-25 Gap Project: Shaffer stated that he received an e-mail from John Barkowski with Kramer North America requesting to utilize the fire hydrants on County Line Road for the I-25 South Express Lanes Project, a copy of which is attached hereto. Shaffer stated that in the past, the Board has been sensitive about selling water to projects outside of District boundaries, which this project is. Shaffer reported that Kramer would need about 10,000 gallons per month, and the project would not be completed until late in 2021. Shaffer stated that 10,000 gallons per month would not be a significant demand on the water system. Gillette stated that the agreement would state that any damage done to the hydrant during the project would be Kramer's responsibility to fix or replace. President Taylor asked why Douglas County isn't providing the hydrant, to which Shaffer stated that he didn't know for sure but assumed that the County Line hydrants would be more convenient to the project. Director Bush stated that everybody in the area will benefit to the widening of I-25. The Board decided to approve the request from Kramer Construction with a minimum charge of \$250. If their water usage multiplied by our extra-territorial service rate of 1.5 times our standard District rate exceeds \$250, they will pay the higher amount.

IV. Old Business: None.

V. Financial Report: Director Wyss stated that he has reviewed the financial statements and does not have any changes. It was moved, seconded and unanimously passed that the financial reports be accepted.

Director Bush stated that he would like to have the District's financial consultants do another bond analysis for when the bonds are callable in 2021 using what District's projected cash reserves would be at that time. Bush stated that he would like to look at using some of the District's reserves to pay down the debt and save significant interest. Shaffer stated that the District reserves are pinpointed for future capital improvements, so the analysis would need to be prepared to see what amount could be available at that time to pay down the debt. Shaffer stated that he would like to wait until we are closer to 2021 to start the analysis. The Board agreed to wait until later to start the analysis.

VI. Public Discussion: None.

VII. Joint Use Committee Report: Hanson stated that the biochemical oxygen demand (BOD) flows in North Woodmoor were high. Gillette stated that there were two flow spikes in North Woodmoor and there is no way to actually track it. Gillette stated that there has not been any unusual activity happening in north Woodmoor to cause the spikes. Shaffer stated that staff would continue to monitor the BOD activity.

VIII. Chilcott Ditch Company / The Ranch Report:

A. Chilcott Ditch Company Report: Gillette stated that staff has completed a temporary repair on the embankment at the augmentation station, and it is holding up well. Gillette stated that Chilcott Ditch's funding was approved for the permanent repair to the embankment. Gillette reported that weather conditions will determine when they start construction on the embankment. Gillette stated that the ditch is in good condition and the flume is working out well.

B. Ranch Report: Gillette reported that WWSD's Ranch Manager and Ditch Rider is moving out of state. Gillette reported the employee that was under the Ranch Manager will be taking over those duties at this time.

IX. Manager's Report: Shaffer reviewed the manager's report dated August 13, 2018 a copy of which is attached hereto.

A. Collaborative Organizations/Opportunities:

i. PPRWA: None.

B. Operations Update:

i. Water Report: Gillette stated that the unaccounted water percent is at 97% for July 2018.

C. District Construction/Planning Projects:

i. Well No. 21: Shaffer stated that the surface casing was installed last week, and drilling should start around August 20, 2018. Shaffer stated that residents are concerned about the landscaping around the well site, and he has told them that appropriate landscaping will

be done after the well construction is complete.

- ii. **Ranch Rangeland Project Update & Board Tour:** Shaffer stated that due to the Ranch Foreman leaving, they moved an employee who had formally worked on the ranch, from operations back down to the ranch to help finish out the irrigation season. Shaffer stated that he will reevaluate the staffing at the ranch at the end of the season. Shaffer stated that the ranch tour will be on August 15, 2018. The Board will leave the office at 7:30 that morning for the tour and will return early afternoon.

D. WWSD Subdivision/Development Status Update: None.

E. Other Topics:

- i. **Monument Sanitation District Judgement Payoff for Phosphorous Treatment Project at Tri-Lakes Wastewater:** Shaffer reported that Monument Sanitation District has paid-off the judgment in full. Smith will follow up with a notice to the Court.
- ii. **WWSD 457(b) Deferred Compensation Plan Platform Change Progress Update:** Shaffer stated that in order to change the platform for the 457(b) plan, Lincoln needs the original formally adopted plan document. Shaffer stated that staff has been unable to locate that document. Shaffer stated that WWSD has hired an attorney to create a new plan document, which he will present to the Board for consideration next month. If the Board adopts the new plan document, the process can begin for the platform change.

X. Special Reports & Subjects:

- i. **Engineer's Report:** None.
- ii. **Attorney's Report:** None.
- iii. **WIA Meeting Report:** Director Bush reported that the Walters property is for sale. Bush stated that WIA was hoping to obtain an easement on the property to put in a trail, but that project is now on hold. Bush reported that the Ramada Inn has been sold. Bush stated that he understands that the property will be a high-end rehabilitation center. Bush stated that WIA is still working with the residents living around Hidden Pond to come up with a

solution to keep the pond.

XI. 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 agreement(s) with Hanna Ranch and the potential sale of District property. Session commenced at 2:20 p.m. The Board returned to Regular Session at 2:41.

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 2:42 p.m.

Record of August 13, 2018 Board Meeting

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brian Bush", written over a horizontal line.

Brian Bush, Secretary