

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on October 14, 2019 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Taylor
Director Bush
Director Hanson
Director Roddam

Manager: Jessie J. Shaffer

Attorney: Erin Smith

Secretary: Marsha Howland

Visitors: James Howald - Our Community News
Richard Hood – JVA, Inc. - Consulting Engineers
David Easton – Woodmoor Resident

I. Call to Order: President Taylor called the meeting to order at 1:00 p.m.

Motion: Upon motion by Director Bush, and seconded by Director Hanson the Board unanimously voted to excuse Director Wyss from the Board Meeting.

II. Reading of the Minutes: Copies of the September 9, 2019 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. Consider Awarding Scrub Oak Water Line Replacement Project – JVA: Shaffer stated that the District received three bids for the Scrub Oak water line replacement project. Shaffer reported that JVA designed the water line replacement. Shaffer stated that the bids he received were much higher than he planned for. Shaffer stated that he budgeted \$150,000 for this project, and bids started at \$300,000, not including design and engineering costs. Hood reported that his firm has also seen a large increase in construction costs. Hood reported that out of the three bids received Redline Pipeline, LLC was the lowest bid. Hood stated that they had two bid schedules in the bid package. The first was a base bid replacing 1000 feet of water line using the classic open-cut method, and the second was an alternate method using pipe bursting that would reduce asphalt impact along with less impact on the residences in the construction area. Hood reported that the open-cut bid came in much lower than the pipe bursting method. Hood stated that he would recommend that the Board award the Scrub Oak water line replacement project to Redline Pipeline, LLC. Roddam asked if it was necessary to start the project this year. Shaffer stated that Scrub Oak has had around seven to ten water main breaks due to the faulty pipe recently, so the water main line needs to be replaced. Shaffer reported that his budgeted number was low, but there is enough room in this year's budget to still complete the project. Hanson asked what was driving the cost of construction up. Hood replied that the cost of materials has increased considerably, and contractors are bidding higher due to the increase of projects on the market at this time. Shaffer stated that the District has worked with Redline Pipeline, LLC in the past with good results.

Motion: Upon motion by Director Hanson, and seconded by Director Bush the Board unanimously voted to award Redline Pipeline, LLC the Scrub Oak water line replacement project, and to allocate funds up to \$395,000 for the project. The Board authorized President Taylor to sign the award letter and all other agreements linked to the project.

- B. Delivery of 2020 Budget Draft.** Shaffer distributed the first draft of the 2020 budget to the Board.
- C. Schedule Budget Workshop:** The Board set the budget workshop for Monday, October 28, 2019 at 1 p.m.
- D. Schedule Public Hearing on Proposed 2020 Budget:** The Board directed Smith to post a legal notice in the Tribune stating that the Public Hearing for the proposed 2020 Budget will be opened on November 11, 2019 during the regular scheduled November Board Meeting.

- IV. **Old Business:** None.
- V. **Financial Report:** Director Bush stated that he has reviewed the financial statements and did not have any changes. Bush noted that water use fees and tap fees are down and probably will not reach their budgeted goal for 2019. The Board accepted the September financial reports.
- VI. **Public Discussion:** Shaffer stated that he has a discussion documented for the Executive Session concerning Mr. Easton's request relative to purchasing or leasing the 4.5 acres behind his home that the District owns. Shaffer reported that he met with Easton a couple of weeks ago to discuss his request and Easton asked to attend to the Board Meeting to talk about his issues with the property. Shaffer introduced Easton to the Board. Easton stated that he purchased his home about 16 years ago and he didn't have any issues with the property behind his home until about three years ago. Easton reported that his neighbor started crossing the property with her children creating a shortcut to Monument Academy to avoid the traffic. Easton stated that this school year there are several more children crossing the property heading to the school. Easton reported that there is now an established trail, with wood placed over the creek for crossing, from the back of his property to the school. Easton stated that his first concern is that the area is becoming a public common area for residents. Easton stated that he wanted to purchase the land but Shaffer told him that was not an option so now he would like to put up a chain across the easement with a sign that states "Easement for utilities access purposes only". Easton stated that he knows people can walk around the chain to access the property, but he hopes that the sign would stop the majority of people. Easton reported that he would pay for the chain and sign. Easton stated that he thinks the number of people using the land will only increase going forward, and the chain would help prevent this. The Board thanked Mr. Easton for coming in with his concerns and they would have Shaffer get back to him with their decision.
- VII. **Joint Use Committee Report:** Hanson reported that the JUC discussed the radium levels at the wastewater plant. Hanson stated that Bill Burks is working on the 2020 budget. The annual Christmas party for the JUC will be held on December 18, 2019.

VIII. Chilcott Ditch Company / The Ranch Report: Shaffer stated that staff has shut down the Chilcott Ditch due to the cold weather. Shaffer reported that the staff at the ranch has been busy winterizing the equipment. Shaffer stated that the next Chilcott Board meeting will be held on October 23, 2019. Shaffer reported that Paul Flak will attend the November Board Meeting to present his annual report on the revegetation project at the ranch.

IX. Manager's Report: Shaffer reviewed the manager's report dated October 14, 2019, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

- i. PPRWA: None.

B. Operations

- i. **Water Report:** Gillette reported that the year to date unaccounted water is 5%. Bush noted an error in the construction water report. Howland will correct the error. Gillette reported that the processed water percent is up this month which is not unusual for this time of year. Gillette stated that staff is pulling water from Lake Woodmoor to work on the aerators when they complete the work; they will start refilling the lake. Gillette reported that water demands are down due to the recent cold weather.
- ii. **Sanitary Survey:** Gillette reported that the State of Colorado reviews the sanitary system every three years. Gillette reported that they review all the record-keeping reports, facility maintenance reports, and an assessment on the total system. Gillette stated that he just received the results of the survey, and WWSD did not receive any violations. The State had a few recommendations on how to maintain the system that staff will take into consideration.
- iii. **DOVE (Disinfection Outreach Verification Effort):** Gillette stated that the Colorado Department of Health & Environment reviews all service plants to make sure you are meeting requirements for removing viruses and making sure your plant is up to standards. Gillette stated that they look at disinfection, water treatment, chlorine contact time, etc. Gillette stated that WWSD's DOVE report was excellent.

C. District Construction/Planning Projects:

- i. **Well 21 Site Work and Transmission Line:** Shaffer reported that WWDS will be advertising for bids for the Well 21 site work and transmission line project next week. Shaffer stated that he plans on bringing back a recommendation to award the contract next month.
- ii. **Lake Woodmoor Driveway Loop:** Shaffer reported that he has received three bids in for this project, one of which is under the budgeted amount. Shaffer stated that he is waiting for two more bids that need to be in by the end of the week. Shaffer stated that if the other two bids do not come in, he will assign the project to the lowest bidder he has received so far.
- iii. **Callahan Reservoir Maintenance – Open Burning vs. Mechanical Vegetation Removal:** Shaffer reported that staff monitors all the seeps coming from the Callahan Reservoir Dam. Shaffer stated that the Callahan dam has been neglected for many years, and Gillette is taking care of the deficiencies that were noted on the last dam inspection review. Shaffer reported that staff needs to strip off the vegetation around the dam to identify any seeps. One of the methodologies that is very effective to do this is open burning. The site is zoned as agriculture, so open burning is allowed. Shaffer stated that staff would contact the local fire department with the time and date, and also have pumps in the reservoir in case of problems. Shaffer stated that the ranch foreman Ken and his staff are very capable of handling this project. Shaffer stated that this process is inexpensive, but if the Board has any hesitations concerning the open burning there are other ways to handle the project. The Board directed Shaffer to go ahead with the open burning, but they want either Shaffer or Gillette or both on-site during the process.

D. WWSD Subdivision/Development Status Update:

- i. **The Beach at Woodmoor:** Shaffer stated that originally the Beach development was going to be completed in one phase. Due to issues, the developers are wanting to split the development into two phases. Shaffer stated that the north side of the development is complete and ready for WWSD to issue conditional acceptance. Shaffer reported that he has no issues with the two phases and the District should be receiving tap applications shortly for Phase One. Shaffer reported that Phase Two should be completed in December 2019.

- ii. North Bay: Shaffer stated that this development is still on hold.

E. Other Topics: None.

X. Special Reports & Subjects:

A. Engineer's Report: None.

B. Attorney's Report: None.

C. WIA: Bush reported that the Woodmoor Open Space Committee and Pro Terra Properties are finalizing their contracts, but he does not have a completion date. Shaffer reported that Pro Terra representatives met with him concerning the development, basically to gather information regarding the District's development policies.

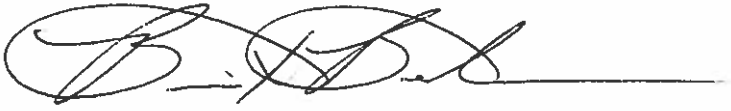
XI. Executive Session:

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 agreements with David Easton and Lewis Palmer School District 38. Session commenced at 2:20 p.m. The Board returned to Regular Session at 3:11 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 3:12 p.m.

Record of October 14, 2019 Board Meeting

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brain Bush", written over a horizontal line. The signature is stylized with large, flowing loops.

Brain Bush, Secretary