

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 10, 2019 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: Director Taylor
Director Bush
Director Wyss
Director Roddam

Manager: Jessie J. Shaffer
Asst. Manager: Randy Gillette

Attorney: Erin Smith

Secretary: Marsha Howland

Visitors: James Howald - Our Community News

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

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

II. Reading of the Minutes: Copies of the May 13, 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. 2018 Financial Audit Presentation- John Cutler & Associates: Shaffer stated that John Cutler is ill and would not be attending the Board Meeting, but would be available next month to answer any specific questions the Board may have concerning the audit. Shaffer stated that Cutler issued a clean opinion on the audited 2018 financial reports. Shaffer

summarized the audit stating that the end of year net position increased by approximately 2.5 million over 2017. Shaffer stated that the amount of the budgeted expenditures for 2018 was \$9,473,109 and the actual audited expenditures came in at \$7,458,445. The 2018 revenue was budgeted for \$10,505,398 and came in at \$9,076,778. The decrease in revenue was primarily due to a decrease in the tap fees received in 2018.

Motion: Upon motion by Director Wyss, and seconded by Director Bush the Board unanimously voted to accept the audited 2018 Financial Statements.

IV. **Old Business:** None.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements, and noted that the expenses are below the targeted percentage for the year to date, which points to having good operating administrations. It was moved, seconded and unanimously passed that the financial reports be accepted.

VI. **Public Discussion:** None.

VII. **Joint Use Committee Report:** Shaffer informed the Board that the wastewater plant is pressing sludge, in case they receive any inquiries regarding the machinery at the plant.

VIII. **Chilcott Ditch Company / The Ranch Report:** Gillette reported that the Chilcott Ditch is not sending any water to the ranch except for the evaporation water from Callahan Reservoir at this time. Shaffer stated that staff has not started the irrigation process at the ranch yet due to the rainy weather. Gillette reported that the augmentation station is working properly.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated June 10, 2019, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

i. PPRWA: None.

B. Operations

- i. **Water Report:** Gillette reported that the unaccounted water for May 2019 was at 13%. Gillette stated that the actual amount of unaccounted water is staying steady, which shows that there are not any major leaks occurring. Gillette stated that staff is conducting meter testing at the well sites, and have found two meters that were reading incorrectly, which could account for some of the unaccounted water. Gillette reported that Well 20 is still down due to motor failure. Well 9 is back downhole and will be back in service this week. Gillette stated that Lake Woodmoor's elevation is at 7,096.

C. District Construction/Planning Projects:

- i. **Well 21 Site Work and Transmission Line:** Shaffer stated that the site work for Well 21 has commenced. Shaffer reported that JVA Consulting will inform him as to when he can contact Mountain View Electric to start the electrical portion of the well site. Staff is still working on the transmission line design. Shaffer stated that when the transmission line project goes out for bid, he will be looking at the cost difference between a conventional straight open-cut design and a directional drilling design. Shaffer stated that he is planning to contact the residents again that will be affected by the transmission line project. Shaffer reported that the Well 21 project is still on target for completion by the end of the year.

D. WWSD Subdivision/Development Status Update:

- ii. **The Beach at Woodmoor:** Shaffer stated that the Beach development continues to move forward. Shaffer reported that the contractors are installing sewer lines on the south side of the development at this time. Shaffer stated that the contractors have yet to connect to the water system. Shaffer stated that the Safe Route to School trail has been delayed by the Beach development. Shaffer will have more information regarding the trail in the next few months.

E. Other Topics: None.

X. Special Reports & Subjects:

A. Engineer's Report: None.

B. Attorney's Report: - Summary & Overview of House Bill 19-1087: Smith asked the Board if they would like to change the way Board Meeting Notices are posted due to the new House Bill 19-1087. Smith stated that at this time, staff posts the notices at three locations; Woodmoor Water & Sanitation District Office, Woodmoor Improvement Association, and Community Banks of Colorado. With the new law passed this year, Special Districts are now able to post the meeting notices on their website. Smith stated that in the next couple of years, it will probably become a requirement to post meeting notices on the entities website. Shaffer stated that in his opinion, it would be more efficient to post the meeting notices on the website. President Taylor suggested that staff should insert a notice on the outgoing bills to inform residents that henceforth the meeting notices will be posted on the website. Smith stated that the law does require that the District maintain a posting place inside the District's boundaries in the event that it is not possible to post online. Smith stated that if the Board agrees, she will bring a Resolution to the next Board Meeting to designate the posting place. The Board agreed that the Woodmoor District office would be the best option for outside posting. The Board directed Shaffer to use the website for posting meeting notices, and for Smith to bring a Resolution to the next Board Meeting to designate the alternate posting place to be the District office. Shaffer stated that the first posting on the website will be for the August Board Meeting.

C. WIA Meeting Report: Bush reported that the Open Space Committee is close to an agreement to purchase all 130 acres of the Walter's property. Bush stated that the Open Space Committee plans to convey portions of the property back to the existing landowners. A plan for the remaining acreage is not clear at this time. Bush reported that WIA is pursuing a \$250,000 State grant being spread over three years to be used for fire mitigation in the District.

Note: The Executive Sessions was scratched from the agenda.

XI. 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 1:47 p.m.

Record of June 10, 2019 Board Meeting

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'B. Bush', written over a horizontal line. The signature is stylized and cursive.

Brian Bush, Secretary