

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on February 8, 2021 at the Woodmoor Improvement Association Barn.

PRESENT:	Director Bush Director Roddam Director Hanson Director Wyss
Manager:	Jessie J. Shaffer
Operations:	Dan LaFontaine
Attorney:	Erin Smith
Secretary:	Marsha Howland
Visitors:	James Howald – Our Community News

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

- II. **Reading of the Minutes:** Copies of the and January 8, 2021 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. Disposal of Surplus District Office Equipment of De Minimis Value (computers, e-tablets, old cell phones, etc.) and Drop Pipe for Market Value: Shaffer reported every year he likes to clean out old equipment such as computers, tablets, and cell phones. Shaffer stated that this year the District has accumulated quite a bit of used drop pipe. Shaffer stated that the drop pipe is used in the wells and is replaced with new drop pipe as needed. Shaffer asked the Board for authorization to either sell or donate the old equipment and drop pipe. Shaffer stated that the computer hard drives will be either wiped clean or destroyed. The Board authorized this request.

IV. **Old Business:** None.

V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements for January 2021 and did not have any changes. The Board accepted the January 2021 financial reports.

Motion: Upon motion by Hanson, and seconded by Director Roddam, the Board unanimously voted to excuse Director Clewe from the February 2021 Board Meeting.

VI. **Public Discussion:** Howald from Our Community News asked for clarification on how many non-potable water customers the District serves. Shaffer stated to date the District has three non-potable water customers.

VII. **Joint Use Committee Report:** Director Hanson reported that the old generator at the wastewater plant has been replaced. Hanson stated that the JUC discussed new regulations coming up regarding radium. Hanson reported that the JUC meetings continue to be held on Zoom. Shaffer stated that Monument Sanitation District is contracting Donala Water and Sanitation District for their operational services.

VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer reported that weather permitting; staff will start operations at the ranch and Chilcott Ditch in March.

IX. **Manager's Report:** Shaffer reviewed the manager's report dated February 8, 2021 a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

- i. PPRWA: Shaffer reported that the District has a Project Participation Agreement under the PPRWA. Shaffer stated that participants form a project committee for studies or projects. The agreement will outline the cost of the study or project for each participant. PPRWA provides all the administrative duties for each project.

Shaffer reported that they are starting a reuse study under this agreement. Funds were budgeted for the study this year. Shaffer stated the goal in this study is identifying how to get reusable return flows back to the treatment plants. Shaffer will have more information on this study next month.

B. Operations

- i. **Water Report:** LaFontaine reported that the unaccounted water percent for January was 12%, and the 12-month average is 7%. LaFontaine stated that he is continuing his research regarding the unaccounted water percentages. LaFontaine reported that staff is starting their annual R&R projects.

C. District Construction/Planning Projects:

- i. **2020 Capital Improvement Projects Update:** Shaffer stated that the three capital improvement projects are going well. Shaffer stated that the contractors are making good progress at the South Filter Treatment Plant. Shaffer stated that they are working through the El Paso County process at the Central Water Treatment Plant. Shaffer stated that they should finalize the paperwork for the land they are purchasing in the next few weeks. Shaffer reported that they should have the maximum guaranteed price for the Lake Pump Station improvement project next month.

D. WWSD Subdivision/Development Status Update:

- i. **Cloverleaf:** Shaffer stated that this development is moving forward. They are planning on building 150 single-family homes. Bush stated that construction for this development will most likely start in 2022.
- ii. **The Village:** Shaffer reported he will be meeting with Classic Homes regarding this development next week. Shaffer stated that approximately 390 homes are targeted for this area.

E. Other Topics:

- i. **COVID 19:** Shaffer reported that he plans on attending a webinar next week regarding the Colorado Covid-19 vaccination program. He will relay what information he receives next month. Bush stated that from his personal experience, people need to sign up for the vaccination at every location offering the shots in El Paso County to get the best results. Shaffer stated that he has one employee who tested positive for Covid-19 and is recovering at home. All employees who came in contact with this employee have been notified.

X. Special Reports & Subjects:

A. WIA Meeting Report: Bush stated that WIA held their reorganization meeting and all prior Board Members retained their Board positions.

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 with Proterra Properties, LLC. Session commenced at 1:33p.m. The Board returned to Regular Session at 1:45 p.m.

XII. Adjournment: There being no other business before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 1:46 p.m.

Record of February 8, 2021 Board Meeting

Respectfully Submitted,

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

Brian Bush, President