

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on May 9, 2022, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	President Bush Director Clewe Director Roddam
Manager:	Jessie J. Shaffer
Operations:	Dan LaFontaine
Attorney:	Erin Smith
Office Manager:	Cory Lynch
Visitors:	James Howald- Our Community News Barrie Town- Resident Alisha Garcia- Norton & Smith, P.C.

I. **Call to Order:** President Bush called the meeting to order at 12:59.

II. **Reading of the Minutes:** Copies of the April 21st, 2022, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director.

Motion: President Bush entertained a motion to accept the April 2022 Board minutes. It was moved by Director Clewe, duly seconded by Director Roddam, and unanimously passed that the meeting minutes be approved.

III. **New Business:**

A. Consider Award of Construction Contract for Drilling Well No. 22. There were a total of two bids received; one from Hydro Resources for \$1,237,771 and one from Lane Western for \$1,466,115. BBA recommendation was to award the contract to Hydro Resources.

Motion: President Bush entertained a motion to award the contract to Hydro and to authorize President Bush to sign documents as they become due. It was moved by Director Clewe, duly seconded by Director Roddam, and unanimously passed to award the contract to Hydro Resources.

B. Director Beley is on vacation and will not be attending the meeting. President Bush asked for a motion to excuse Director Beley that was seconded by Director Roddam and unanimously approved.

IV. **Old Business:**

A. Consider Approval of Supplemental Water Service Agreement with Elite Properties for Monument Junction Development – West Side.

Shaffer explained that last month the Board was presented with the agreement for the East side of Jackson Creek Parkway. There are changes in this agreement that need to be discussed and it is uncertain as to

whether those changes will come back to the Board. The West Side agreement is finalized now, and Attorney Smith is reviewing. It is similar to the East Side agreement except that this is an option agreement coupled with a cash out of a certain amount of supplemental water initially. The West Side agreement is a combination of commercial and residential uses and initial cash out with options and future phases. The total revenue expected from the developer to the District for the East and West side developments is approximately \$4.3M with a 5-acre feet buffer.

Motion: President Bush entertained a motion to authorize him to sign the Supplemental Water Service Agreement with Elite Properties for Monument Junction Development – West Side. It was moved by Director Clewe, duly seconded by Director Roddam, and unanimously passed to sign the agreement.

V. Financial Report:

President Bush stated that in Director Wyss’s absence, he reviewed the financial statements for April 2022.

Motion: President Bush recommended the Board accept the April 2022 financial reports. Director Roddam motioned, and it was seconded by Director Clewe. The Board unanimously voted to accept the April 2022 financial reports.

VI. Public Discussion:

A. Unscheduled People: None

VII. Joint Use Committee Report:

Director Clewe reported that last month he received the draft of the 2021 audit from Bill Burkes and the report looks good with no major deficiencies for the treatment plant. The pond on the North side is improving and goal is to remove 295 dry tons of bio solids.

VIII. Chilcott Ditch / The Ranch Report:

The Ranch is in full swing with fertilizer going down this week and Ken has the sprinkler reels out. Chilcott Ditch is extremely dry and Rights are being called. The Ranch must be very water wise as this is looking to be a tough season.

IX. Manager's Report: Shaffer provided the manager's report.

1. Collaborative Organizations / Opportunities:

- a. PPRWA – Legislative session is coming to a close and only major discussion was the Ponds for Firefighting Bill. The bill is causing water rights injury problems for users.

2. Operations Update

- a. Water Report: LaFontaine reported that this is the first month that all the meters are operational and no estimations after the upgrade to the Central Water Treatment Plant. The numbers are accurate for the first time in several months with 4% unaccounted water and operations ran smoothly.
- b. Sewer Report: Nothing to report currently.

3. District Construction/Planning Projects:

- a. Highway 105 Improvements- Utility Relocates & Timing now in 2022. Shaffer will now need to come back to the Board with allocations for funding for relocates.
- b. Loop Study Draft. We should have the final version by the end of the month and Shaffer plans to go over it in detail at the June Board meeting during Executive Session.
- c. Meter Change Out Program. Billing software issues continue to delay as Caselle is telling us we must update to Caselle Connect. We are getting closer to getting on board.
- d. LPS2 Progress Update. Anticipating start up June 1, 2022. Panel not showing up until mid-summer. "Ugly" garage door will stay in place until new door arrives. The lake refill will end up approximately 47-acre feet less than anticipated due to well 21 and decreased production. The lake is scheduled to be fully operational mid-June.
- e. Well 19. District Engineer Hacker is getting ready to submit the basis of design report for Well 19. The well is being cleaned in preparation and some construction is needed.

4. WWSD Subdivision/Development Status Update:

- a. Cloverleaf: Wet utilities in and follow up with water. Plan to start selling lots in the Fall.
- b. Monument Junction: Ready to approve construction plans pending a couple of requested changes by the District.

5. Other Topics

- a. Potential Personnel Policy Changes
 1. Family Medical Leave Insurance Program (FAMLI). This program is a dovetail with FMLA to include up to 12 weeks of paid time off. The employer pays for 50% and the employee pays for 50%. This program is scheduled to start January 1, 2023.

X. Special Reports & Subjects:

- a. Engineer's Report- None
- b. Attorney's Report- Election Update: None
- c. WIA Meeting Report- The WIA is filling three positions. The South Woodmoor Preserve (Old Walter's Property) will be transferred to WIA on June 1, 2022.

XI. Appointment to Fill Vacancy

President Bush motioned to appoint Barrie Town as a new Board Director until May 2023. It was moved by Director Roddam, duly seconded by Director Clewe, and unanimously passed that Barrie Town be appointed to the Woodmoor Water & Sanitation Board of Directors. President Bush formally swore in Director Town.

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 14:12.

Record of May 9, 2022, Board Meeting

Respectfully Submitted,



William Clewe, III, Secretary