

RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 12, 2023, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: President Town
Director Beley
Director Roddam
Director Martinez (remote)

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Cory Lynch

Visitors: Uli Keeley – Prospective Business Solutions
James Howald - Our Community News
Jackie Burhans - Our Community News
Ariel Hacker – District Engineer

I. **Call to Order:** President Town called the meeting to order at 13:02.

II. **Reading of the Minutes:** Copies of the May 8, 2023, meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. LaFontaine stated that in the Managers Report: Operations Update, that it should report that the District is still on ground water, not surface water.

Motion: President Town entertained a motion to accept the May 2023 Board minutes once the correction is completed. Director Roddam moved, Director Beley seconded, and the Board unanimously passed that the meeting minutes be approved.

Motion: President Town entertained a motion to excuse Director Clewe from the meeting and that Director Martinez was attending the meeting remotely. Director Roddam moved, Director Beley seconded, and the Board unanimously passed to excuse Director Clewe from the meeting and to approve Director Martinez attending remotely.

I. New Business:

A. 2022 Audit Presentation (Prospective Business Solutions – Uli Keeley)
Keeley presented the Board with the completed 2022 financial audit.

Motion: President Town entertained a motion to accept the 2022 financial audit and instruct Keeley to file the audit with DOLA. Director Beley moved and Director Roddam seconded that the Board accept the 2022 financial audit and to have Keeley file with DOLA. The Board unanimously passed.

B. Consider Postponing July Board Meeting to July 17th @ 1:00 p.m. Due to the extra time involved with preparing the mid-year budget review to be presented at the July 2023 meeting, it was proposed by Shaffer to extend the meeting by one week.

Motion: President Town entertained a motion that the Board postpone the meeting until July 17, 2023. Director Roddam moved, Director Beley seconded, and the Board unanimously passed to reschedule the meeting to July 17, 2023.

- C. Consider Authorizing President to Sign Letter Approving Representation via New Firm Due to Partner's Retirement. Attorney Smith is moving to a new firm due to the retirement of partner Charles Norton.

Motion: President Town entertained a motion to approve him signing the letter for the new agreement. Director Beley moved and Director Roddam seconded to approve President Town to sign letter. The Board unanimously passed to approve the agreement.

IV. Old Business:

- A. None

V. Financial Report:

Office Manager Lynch explained that the May 2023 financials received in the Board packet were marked "Draft". The Board was presented with the official financial statements for May 2023 with the corrections to the balance sheet.

Motion: President Town recommended the Board accept the May 2023 financial reports. Director Roddam moved, Director Beley seconded, and the Board unanimously voted to accept the May 2023 financial reports.

Public Discussion:

- A. Jackie Burhans of Our Community News asked about our plan to update the website. Shaffer explained that it is on our list of items to complete.

VII. Joint Use Committee Report:

President Town attended the meeting and had nothing to report. Shaffer was unable to attend this meeting but will be attending the meeting on Tuesday, June 13, 2023. He asked for a Board member to attend in Director Clewe's absence. Director Roddam will attend the meeting.

VIII. Chilcott Ditch / The Ranch Report:

Chilcott Ditch: Excessive rain is causing several problems. Water is and being delivered to partners and to the Ranch.

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

1. Collaborative Organizations / Opportunities:

- a. PPRWA –Out of session.
- b. Loop Water Authority- The third Thursday of each month is the official meeting. All other Thursdays are working meetings. Four proposals were received (RFP) for Project Manager Workflow Coordinator position.

2. Operations Update

- a. Water Report: Endpoint replacements are causing several estimations for monthly usage. The lake refill goal was met on the first of June.
- b. Sewer Report: The acoustic survey is complete but there is no report to date.

3. District Construction/Planning Projects:

- a. Meter Replacement Program Update- Endpoint shortage is causing delays on replacements. New meter replacements put on hold to catch up with endpoints as the focus. Keystone still has over 200 endpoints to replace. Second and third letters will then be sent out to focus on finishing zone 1 and 2.
- b. Highway 105A Utility Relocation Project- Rebid on June 22nd. Construction is scheduled to begin in August.
- c. Highway 105B Utility Relocation Project- JVA is exploring to reroute sewer south.
- d. Well 22 Pump House & Transmission Pipeline- JVA submitted 90% of their drawings. Transmission line in final design and hopeful to be online by the end of the year.
- e. Well 19 – Meraki Construction submitted a quote and the District will decide whether or not to move forward with them.
- f. Zone 5 PRV's- Only received one bid and it was three times over the budget. Need to rebid.

4. WWSD Subdivision/Development Status Update:

- a. Cloverleaf – So close to conditional acceptance for the first phase. They need to drop off warranty check and sign some paperwork. Informed they have 20 houses ready to tap.
- b. Monument Junction – Finishing up water and sewer installation on east side.
- c. Whataburger – Plans to get started by the end of summer but can't open until road improvements are completed.

5. Other Topics

- a. Mid-Year Budget Update – July 17th Board meeting
- b. Safe Routes to Schools (SRTS) - Next month
- c. PFAS Overview/Presentation – July (Hacker to help with presentation)
- d. Lori's Retirement Celebration – June 15th , 3-6pm, Jessie to speak, Barrie to speak from Board, scroll inside scepter to include insurance gift, Lori Akers Day Proclamation
- e. Administrative Assistant – Introducing Brianna Galicia, newest member to the WWSD team
Pipeline – Second quarter newsletter will be emailed to Board members and Shaffer is requesting feedback

X. Special Reports & Subjects:

- a. Attorney's Report - None
- b. WIA Meeting Report- Need a liaison to keep us connected to WIA

Motion: At the time of 14:46, President Town moved that the Board go into Executive Session, Director Roddam seconded and the Board unanimously voted to go into Executive Session.

XI. Executive Session pursuant to C.R.S. § 24-6-402(4): **(1)** Subsection (e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and **(2)** Subsection (b) for a conference with legal counsel for the purpose of receiving legal advice on specific legal questions; all related to pending litigation.

XII. Adjournment: There being no other business before the Board, the meeting adjourned at 15:00.

Record of June 12, 2023, Board Meeting

Respectfully Submitted,



Barrie Town, President