

## RECORD OF PROCEEDINGS

A meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on November 13, 2023, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	President Bush Director Beley Director Roddam Director Martinez Director Clewe
Manager:	Jessie J. Shaffer
Operations:	Dan LaFontaine
Attorney:	Erin Smith
Office Manager:	Cory Lynch
District Engineer	Ariel Hacker
Visitors:	James Howald - Our Community News Jackie Burhans - Our Community News

I. **Call to Order:** President Bush called the meeting to order at 13:01.

II. **Reading of the Minutes:** Copies of the October 9th, 2023 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director.

**Motion:** President Bush entertained a motion to accept the October meeting minutes. Director Clewe moved, Director Beley seconded, and the Board unanimously passed that the October 9th, 2023 meeting minutes be approved.

### III. **New Business:**

#### A. Public Hearing on 2024 Budget

- (i) Presentation of proposed 2024 budget
- (ii) Public Comment

**Motion:** President Bush entertained a motion to open the public hearing on the proposed 2024 budget and opened for public comment, but no comment was received. Director Roddam moved and Director Clewe seconded and the Board unanimously voted to open the public hearing.

Shaffer highlighted the changes from the prior draft budget that will be made prior to the final budget.

**Motion:** President Bush entertained a motion to continue the public budget hearing until December 18, 2023. Director Roddam moved and Director Beley seconded and the Board unanimously voted to continue the budget hearing until December 18, 2023.

## B. Schedule Public Hearing on Proposed 2024 Rates

**Motion:** President Bush entertained a motion to schedule the hearing on the proposed 2024 rates on December 18, 2023. Director Beley moved and Director Roddam seconded and the Board unanimously voted to schedule the hearing on the proposed 2024 rates for December 18, 2023.

## IV. Old Business:

None

## V. Financial Report:

The Board was presented with the financial statements for October 2023. Director Martinez reported that the District's target for water use fees for year to date is 84%, and is only at 76%.

**Motion:** President Bush entertained a motion to accept the October 2023 financial reports. Director Clewe moved and Director Beley seconded and the Board unanimously voted to accept the October 2023 financial reports.

## VI. Public Discussion

None

## VII. Joint Use Committee Report:

Director Clewe reported that the Board saw the second draft of the proposed 2024 budget and all three districts will need to approve the budget. The next JUC meeting is tomorrow, November 14<sup>th</sup>.

## VIII. Chilcott Ditch / The Ranch Report:

Ranch: Equipment maintenance and fall seeding. Ken and Matt to be up at WWSD by December 4<sup>th</sup>.  
Chilcott Ditch: All deliveries were made and the ditch is now shut down.

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

### 1. Collaborative Organizations / Opportunities:

- a. PPRWA – Out of session
- b. Loop Water Authority- Continue to evaluate engaging with Colorado Springs Utilities on doing evaluations on the Bailey water treatment facility. Hoping to complete evaluation by January 2024. The next Loop Board meeting is January 18, 2024. Two Board members must attend this meeting. Director Martinez and President Bush volunteered to attend.

### 2. Operations Update

- a. Water Report: LaFontaine reported there were five big main breaks that can be due to extreme shifting temperatures. Without the breaks, there was approximately a 6% loss. The largest break lost about 400,000 gallons and cost the District approximately \$12,000 including water, labor, fuel, paving and wear and tear on equipment.
- b. Sewer Report: None

### 3. Engineers Report

#### a. District Construction/Planning Projects:

1. Meter Replacement Program Update- All budgeted meters for 2023 will be installed by the last week of December. The end of year count for total replaced meters is 1708.
2. Highway 105B Utility Relocation Project- The County is requesting that we have 90% of our design completed by end of the year. Highway 105A: JVA left off a line item on the bid form that has resulted in a \$110,000 mistake. Shaffer is asking for direction to proceed. The Board stated to proceed.

3. Water Distribution System R & R – Project is complete and advertisement for retainage release will be placed. 2024 focus is on valve replacements instead of saddle replacements.
4. Well 22 Pump House – Pre-construction meeting done and starting the last week in November.
5. Well 22 Transmission Pipeline – Bid package out and hope to have a decision by the December Board meeting.
6. Well 19 – Completed but not fired up or water quality tested yet.
7. CWTP Commercial Dawson Well Construction – Still waiting on contractor

**b. WWSD Subdivision/Development Status Update**

1. Monument Junction – Road development still in progress on Jackson Creek Parkway. Whataburger is building and originally wanted to be open by the end of the year. Maverick gas station is still in the works, but no news about when they plan to start.

**4. Other Topics:**

- a. SDA is stating that all members websites must be ADA compliant by the first week of January 2024.

**X. Special Reports & Subjects:**

- A. Engineer's Report- Already Discussed
- B. Attorney's Report – Thank you to all veterans for their service.
- C. WIA Meeting Report – Adopting the 2024 budget and only able to increase dues by 3%. President Bush reported from the NEPCO meeting that the majority of the 51 HOA's were anti-development. They are upset with the county for all of the developments they are approving.

**XI. End of Year Employee Recognition:**

Shaffer proposed that the Board authorize the same gift that it has in the past years that includes a card, a \$100 bill and a prime rib. The Board approved this recognition.

**XII. Adjournment:** There being no other business before the Board, the meeting adjourned at 14:15.

**Record of November 13, 2023, Board Meeting**

Respectfully Submitted,



William Clewe III, Secretary