

RECORD OF PROCEEDINGS

A Special meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on September 18, 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

Visitors: James Howald - Our Community News
 Jackie Burhns - Our Community News
 Richard Hood -JVA
 Rachael Frei - BBA

I. **Call to Order:** President Bush called the meeting to order at 13:00.

II. **Reading of the Minutes:** Copies of the August 14, 2023 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director.

Motion: President Bush entertained a motion to accept the August 14, 2023 meeting minutes. LaFontaine remarked that the information under the water report was inaccurate to say that all surface water was running through CWTP. Should say "Surface water only running through CWTP". Director Clewe moved, Director Martinez seconded, and the Board unanimously passed that the August 14, 2023 meeting minutes be approved after the above correction is made.

Motion: President Bush entertained a motion to excuse Director Roddam from the meeting. Director Martinez moved, Director Beley seconded and the Board unanimously passed to excuse Director Roddam from the meeting.

III. **Public Discussion:**

- A. Unscheduled People
 None

IV **New Business:**

- A. Consider Awarding Construction Contract for the Well 22 Pump House Project (Peter Hassinger/Richard Hood, JVA) JVA recommended awarding Native Sun the contract for \$1,173,931.56.

Motion: President Bush entertained a motion to award the contract to Native Sun Construction and authorizing President Bush to sign the notice of award on behalf of the Board. Director Beley moved, Director Clewe seconded and the Board unanimously passed to award the contract to Native Sun.

- B. Consider Awarding Construction Contract for CWTP Dawson Well Drilling (Rachael Frei, BBA Water Consultants) BBA recommended awarding Winegar Well Service the contract for \$219,315.55.

Motion: President Bush entertained a motion to award construction contract for CWTP Dawson well drilling to Winegar Well Service and authorizing President Bush to sign the notice of award on behalf of the Board. Director Beley moved and Director Clewe seconded and the Board unanimously passed to award the contract to Winegar Well Service.

V. Old Business:

- A. Consider Changing Award of Construction Contract for the Zone 5 PRV Project from Aslan Construction to Midcity Corp. Aslan Construction made a bid mistake and omitted \$170,000 and requested permission to immediately withdraw their bid from consideration. Shaffer informed the Board that Classic Homes (Schedule A) is not going with our contractor for their required part of this project. The District (Schedule B) is now recommending that we award the contract to Midcity Corp. for \$438,777.78

NOTE: Director Roddam arrived at 13:52.

Motion: President Bush entertained a motion to 1) Withdraw our previous award to Aslan Construction 2) Award to Midcity Corp. for \$438,722.78 in addition to a 5% change order contingency that Shaffer is authorized to sign 3) Authorize President Bush to sign the notice of award on behalf of the Board. Director Martinez moved and Director Clewe seconded and the Board unanimously passed the aforementioned items.

- B. Plant Investment Fee Study Results Presentation (Andrew Rheem/Harold Smith, Raftelis)
The Board has requested that the final study results be available by the October 9, 2023 Board meeting.

VI. Financial Report:

The Board was presented with the financial statements for August 2023. Director Martinez stated an increase in water usage revenue. Under expenses, Chilcott Ditch showed a credit and it was explained that the District paid for several expenses for Chilcott for the Cruz Culvert. This credit and approximately \$25,000 more will be paid back to the District bringing the overall expenses for Chilcott to approximately \$123,700, which is directly on budget. The overall expenses are behind because of delayed capital expenditures.

Motion: President Bush entertained a motion to accept the August 2023 financial reports. Director Roddam moved and Director Martinez second and the Board unanimously passed to accept the August 2023 financial reports.

VII. Joint Use Committee Report:

Dan LaFontaine attended the meeting in Director Clewe's absence. The new truck is scheduled to be delivered before the next meeting. First draft of the 2024 budget was presented. The District's portion of the 2024 budget is coming in higher at \$1,076,000 due to engineering needs on the new blowers to get them up and running in 2025. Recommending a 5% COLA for employees.

VIII. Chilcott Ditch / The Ranch Report:

Ranch: Annual tour is scheduled for next Tuesday, September 26th beginning at the District office at 8am. Chilcott Ditch: Turning off over weekends as reserves are full.

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

1. Collaborative Organizations / Opportunities:

- a. PPRWA – Out of session until November
- b. Loop Water Authority- First Thursday of the month is workshop and third Thursday is Board meeting. BBA operations study will be discussed in executive session at Board meeting.

2. Operations Update

- a. Water Report: There was one minor main break (categorized as a shear) in August.
- b. Sewer Report: Nothing to report.

3. Engineers Report

a. District Construction/Planning Projects:

1. Meter Replacement Program Update- Approximately 1400 meters have been replaced to date. The greatest challenges are unresponsive customers, faulty end point and problems with products and programming. It was suggested to put AquaHawk information on website.
2. Highway 105B Utility Relocation Project – Still in design with the County
3. Water Distribution System R & R –As of today, 101 saddles and 4-5 valves have been replaced. Only waiting on backordered hydrants to be replaced.
4. Well 22 Pump House & Transmission Pipeline- Discussed earlier
5. Well 19 – Broke down today behind water treatment plant in order to put vault in. Still experiencing supply issues.
6. CWTP Commercial Dawson Well Construction – Discussed earlier

b. WWSD Subdivision/Development Status Update

- a. Monument Junction – West Side Phase 2 has conditional acceptance. Four sections now have conditional acceptance. Kempton Construction is doing a great job. The Board is looking for the number of homes Classic Homes is planning to build in 2024 for tap fee budgeting purchases.

4. Other Topics:

- a. Ranch tour is Tuesday, September 26, 2023 8am.
- b. Cost of Service Analysis - Shaffer asked for direction from Board as to whether we need to do a cost of service analysis this year. Shaffer proposed we opt out for 2024. The Board agreed to opt out of 2024.
- c. Letter of Intent (LOI) for Enerfin expires 10.6.23. Board agreed to extend to 11.15.23.

X. Special Reports & Subjects:

- a. Attorney's Report - None
- b. WIA Meeting Report – Cloverleaf: 65 homes to be built next year.

XII. Adjournment: There being no other business before the Board, the meeting adjourned at 16:04

Record of September 18, 2023, Board Meeting

Respectfully Submitted,



William Clewe III, Secretary