

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

January 13, 2015

The regular meeting of the Board of Directors of the Brook Forest Water District was held on January 13, 2015 at the Church of the Hills, Evergreen. The meeting was called to order by President Bill Weisenborn at 7:26 pm. Board members present were Bill Weisenborn, Tony Langowski, Bruce Nicklow, Ilse Ramsey and Dave Pellegrini. Also present at the meeting were Dominic Monard, Nickie Holder and Dick Scheurer.

Approval of Minutes

The Board approved the minutes from the December 10, 2014 Board Meetings (with changes to be made by Nickie Holder with regard to the Attorney's Report) upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Nicklow. **See Attached Schedule of Payables for January 2015.**

Attorney's Report

- ***Judy Ostrander Appeal Dismissed***

The appeal time was for 9am mountain time on December 23, 2014. By 9:15am mountain time on December 23, 2014 Judy Ostrander had not showed or called in. The appeal was dismissed. Directors Weisenborn and Langowski called to represent Brook Forest Water District at the appeal.

- ***Water Resume Review***

Currently there are three water resumes/applications under review, Dick is currently in discussion with Allen but there are none that require the Board approval at this time.

Engineer's Report

There was no engineer's report this month.

Maintenance Report

Director Weisenborn reported that the District Engineer's hourly rate has increased from \$103/hr to \$106/hr, Board approved increase upon motion of Director Langowski and seconded by Director Nicklow.

Dominic updated the District on the current leaks occurring in the District, one on the West side (St. Moritz) which Evergreen Metro District assisted with the location of the break. The break was not located.

Respectfully submitted,

Nickie Holder

Approved By:

Ilse Ramsey

Bill Weisenborn

Bruce Nicklow

Tony Langowski

Dave Pellegrini

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

February 10, 2015

The regular meeting of the Board of Directors of the Brook Forest Water District was held on February 10, 2015 at the Church of the Hills, Evergreen. The meeting was called to order by Vice President Tony Langowski at 7:26 pm. Board members present were Tony Langowski, Ilse Ramsey, Bruce Nicklow and Dave Pellegrini. Also present at the meeting were Dominic Monard, Nickie Holder and Dick Scheurer.

Bill Weisenborn's Absence

Director Weisenborn's absence was approved by motion of the Board.

Approval of Minutes

The Board approved the minutes from the January 13, 2015 Board Meetings upon motion of Director Pellegrini and seconded by Director Ramsey.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for February 2015.**

Attorney's Report

- ***Conflicts of Interest***
Attorney Scheurer discussed the importance of the board members completing conflicts of interest forms. More important for districts that work with developers. The subject of the conflict of interest came up when Director Ramsey was filling in for Ms. Ostrander. The statute is clear that a board member cannot be an employee and may not receive any other compensation than the \$100 per meeting. If there is a conflict of interest a board member should abstain from that portion of the meeting.
- ***Water Resume Review***
Currently there are three water resumes/applications under review, Dick is currently in discussion with Alan but there are none that require the Board approval at this time.
- ***Mr. and Mrs. Schlaebitz Letter***
Current customer of the district wrote a letter to the board to request an extension of their service line to 400 feet. Currently the district Rules and Regulations only approve a service line of up to 250 feet. After discussion by the board it was determined that Dominic would prepare a letter with the assistance of Attorney Scheurer. The board approved the extension of the service line of up to 500 feet.

Engineer's Report

There was no engineer's report this month.

Maintenance Report

On the 1/15/15 the first main break was located at 34847 Forest Estates Road. On 1/16/15, this main break was fixed. On the 1/19/15 a leak survey was conducted due to the tank still dropping. On 1/21/15 the second main break which was just down the hill from the first break was located and fixed. Note: there was no breaks next to the transfer station on Forest Estates Road or on St. Moritz.

It was discussed at the January meeting and again at the February meeting, that Jefferson County possibly will be moving up portions of the district on their list for paving. The board discussed how this would affect the replacement of lines in the district and the best timing for main replacements in light of the roads being paved. The board would like to get the ball rolling and put the project that would affect St. Moritz and Piny Point (approx.. 25 to 30 taps) out to bid and start moving in 2016 with the project.

Dominic let the board know he would be out of town the end of February to the end of March and that Russ and Mike from Crystal Clear Water would be filling in for him.

Administration Report

2014 Audit

District books have been closed and documents are in the process of being given to Scott Wright to complete the 2014 audit of the financial statements.

Accounts Receivable Aging Report

Ms. Holder discussed the a/r aging report with the board. The board was surprised as to the balance of open accounts. Discussion ensued on possible avenues to be taken to collect the outstanding funds. It was tabled until the March board meeting.

Reports from the Board

The board members discussed the form and content of the a/r report.

There being no further business to come before the Board, the meeting was adjourned at 8:31 p.m. upon motion by Director Langowski and seconded by Director Nicklow.

There was a possible break on the East side below the Transfer Station that Dominic and Dan from National Meter and Automation tried to locate but had no luck detecting the leak. Dominic will try again on 1/14/15 to detect the leak and look for the break with Dave Anderson from Utility Technical Services, Inc. on break from medical leave.

Administration Report

2014 Audit

District books will be closed and the audit fieldwork date is set for February 28, 2015.

QuickBooks Checks

The District will have to order new checks as the ones currently used by the District will not support QuickBooks. Board approved purchase of new checks.

Year End Payroll 2014

W-2's and 1099 will be completed in the next month. The reports are due by March 2, 2015 to the Social Security Administration.

Reports from the Board

The board members discussed the boxes that they were going through of District files that had been received from the prior Administrator. Some questions were talked about as to what items were and if they needed to be kept.

Director Weisenborn will be going to the deposit box at Bank of the West sometime in the next week to determine what, if anything needs to be taken out of the box and what is in there, no one knows.

There being no further business to come before the Board, the meeting was adjourned at 8:57 p.m.

Respectfully submitted,

Nickie Holder

Approved By:

Ilse Ramsey

Bill Weisenborn

Bruce Nicklow

Tony Langowski

Dave Pellegrini

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

March 10, 2015

The regular meeting of the Board of Directors of the Brook Forest Water District was held on March 10, 2015 at the Church of the Hills, Evergreen. The meeting was called to order by President Bill Weisenborn at 7:05 pm. Board members present were Bill Weisenborn, Tony Langowski, Bruce Nicklow, Ilse Ramsey and Dave Pellegrini. Also present at the meeting were Nickie Holder and Dick Scheurer.

Approval of Minutes

The Board approved the minutes from the February 10, 2015 Board Meeting (with changes to be made by Nickie Holder) upon motion of Director Nicklow and seconded by Director Weisenborn.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Pellegrini. **See Attached Schedule of Payables for March 2015.**

Attorney's Report

- ***Delinquent Customer Accounts***

Dick discussed possible procedures to follow when collecting on a delinquent customer account with the Board and the possible actions the Board could take including property lien and foreclosure for non-payment on account. After the February board meeting Dick had sent out a possible timeline of actions to be taken (30 days late, a letter gets sent to customer, etc.). Board decided to table discussion to get ideas for the next board meeting as to what the next steps of the board should be in order to deal with the current delinquent customer accounts.

- ***Ostrander – Notice of Claim***

Dick briefly discussed with board that an individual cannot sue unless you give notice to do so. Notice has to be given no later than six months after occurrence. At this time there is nothing for the board to do in this regard.

Engineer's Report

There was no engineer's report this month. Engineer will attend the May Board meeting.

Maintenance Report

While Dominic was on vacation, there was a leak in the District and it was taken care of by the temporary Operators (Russell and Mike of Crystal Clear Treatment), there was discussion as to who was the first of contact while Dominic was out and that it needed to be made clear to everyone. Dominic has the procedure written down for when he is out of town and it needs to be followed by whoever is stepping in for him while he is away. It needs to be made clear as to the procedures/protocol that needs to be followed in Dominic's absence to those who are taking over.

Administration Report

2014 Audit

District books will be closed and the audit fieldwork date is set for the third week of March 2015.

2nd Quarter Newsletter

2nd Quarter Newsletter to go out to customers with the 2nd quarter billing at the end of March/beginning of April. Are there any ideas as to topics? Board to email Nickie with key discussion points for newsletter.

Online Invoice Payment

It has been asked in the past few weeks by customers as to why the District doesn't have any online payment system. Discussion followed and will be research by Nickie and reported on at the May meeting when all Board members will be present.

Change of Address

The new address of the District will be changed to 9249 South Broadway #200-344, Highlands Ranch, CO 80129 with the extension of the Administration contract with NMHolder Financial, Inc. (see below).

Customer Question

It was asked by a customer if there was any fluoride in the water, there is no fluoride, but the most current water report is available on the District's website for all to view.

Reports from the Board

Bill Weisenborn discussed with the Board that the initial 6 month Administration contact with NMHolder Financial, Inc. will be up in May and does that Board want to pursue an additional term. Director Weisenborn thought that a two year contract would be best, the Board agreed and Dick will make the necessary changes to the current contract for approval by the Board at the April Board meeting.

There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Nickie Holder

Approved By:

Bill Weisenborn

Tony Langowski

Ilse Ramsey

Bruce Nicklow

Dave Pellegrini

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

April 14, 2015

The regular meeting of the Board of Directors of the Brook Forest Water District was held on April 14, 2015 at the Church of the Hills, Evergreen. The meeting was called to order by Vice President Tony Langowski at 7:02 pm. Board members present were Tony Langowski, Bruce Nicklow, Ilse Ramsey and Dave Pellegrini. Also present at the meeting were Nickie Holder, Dominic Monard and Dick Scheurer.

Approval of Board Member Absence

The Board approved unanimously the absence of Board President, Bill Weisenborn.

Approval of Minutes

The Board approved the minutes from the March 10, 2015 Board Meeting (with changes to be made by Nickie Holder) upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Ramsey and seconded by Pellegrini. **See Attached Schedule of Payables for April 2015.**

Attorney's Report

- ***Bookkeeping Services***
Board approved extension of NMHolder Financial, Inc. bookkeeping services agreement with the District with the same terms as the initial agreement, except with regard to the date of services which will be extended for a 24 month period to May 2017.
- ***Ostrander – Notice of Claim***
Attorney Scheurer brought the Board of Directors up to date on the Ostrander claim.
- ***Water Resume Reviewed***
Attorney Scheurer informed the Board there was no new in Brook Forest for the month.
- ***List of District Holidays***
District should maintain list of holidays in employment document including vacation policy.
- ***District Rules and Regulations***
Attorney Scheurer shared with the board some of the suggested changes that should be considered. The Board will continue discussion of the Rules and Regulations at the May Board meeting.

Engineer’s Report

There was no engineer’s report this month. Engineer will attend the May Board meeting.

Maintenance Report

Dominic updated the Board on the current maintenance in the District, including well #4 maintenance.

Administration Report

2014 Audit

District Auditor will be presenting the audit report at the May meeting.

Credit Card Application

To be completed for review by the Board.

Reports from the Board

Director Pellegrini discussed with the Board the possible changes to the District Rules and Regulations, specifically the delinquent account fees. Board will discuss in detail at the May meeting once the Board has a chance to review current fee structure.

There being no further business to come before the Board, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,

Nickie Holder

Approved By:

Bill Weisenborn

Tony Langowski

Ilse Ramsey

Bruce Nicklow

Dave Pellegini

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

May 5, 2015, 7:00 p.m.

Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by President Bill Weisenborn at 7:05 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., Ms. Jessie Nolle of Respec Water & Natural Resources, Mr. Scott Wright, CPA, and Mr. Dominic Monard, District Water Operator.

Approval of Minutes

The Board approved the minutes from the April 14, 2015 Board Meeting upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for May 2015.**

Presentation of 2014 Audited Financial Statements

Scott Wright presented the 2014 audited financial statements. He reviewed the financial statement with the Board in addition to his Management Representation Letter. Scott reviewed his recommendations to the Board with regard to procedures, that when put into place, would aid the District in the future towards better accounting practices. The Board asked several questions of Scott and discussion ensued.

The Board approved the 2014 Audited Financial Statements as presented by Scott Wright, upon motion by Director Langowski and seconded by Director Ramsey. Nickie Holder will submit the approved audit to the State Auditor's office by July 31, 2015, in addition, the audit will be available on the District website.

Engineer's Report

Ms. Nolle of Respec Water & Natural Resources, discussed the following information with the Board:

- **Request to install a HDPE (High-density polyethylene) Service Line**
In February 2015 the Board received a request from a new customer to install a hdpe (plastic) service line. (At the present time copper pipe and flared connections are only permitted per the Districts Rules and Regulations). The Board discussed pros and cons of this product but kept coming back to the lack of adequate leak detection and thawing capabilities. After discussion the Board voted three to two to **not permit** the use of this type of service line in the District, and to follow the current Rules and Regulations for service line installation.
- **Forest Estates Water line Replacement**
The District has discussed the possibility of replacing approximately 4,400 feet of water line from St. Moritz to Anna Circle due to the amount of main breaks that occur regularly. The project cost would be estimated at about \$550,000 on the low end. The line is currently a 4" line and would be replaced with a 6" line. The Board discussed possible ways to finance the project and if the project should be done at one time or should it be broken up into a couple of projects between two or three years. The Board approved Jesse to get an engineering/survey estimate for review and discussion. No further action was taken.
- **Stevenson Dam Culvert/Entrance Way**
Jessie and the Board discussed the culvert which is owned by the District, however, an easement was given to a resident so they may enter their property. At this time the culvert needs to be maintained as it has been badly damaged by the heavy rain that has occurred over the last couple of months. The Board discussed whose responsibility is it to maintain the culvert. The Board will review minutes from 1995 and 1996 to determine if there was an agreement created with regard to the maintenance of the culvert in hopes of determining who should pay for the cost of repairs, the District or the resident. No further action taken.

Jessie Nolle left the Board meeting at 9:30 p.m.

Attorney's Report

- **District Rules and Regulations**
Attorney Scheurer reviewed his recommended changes to the District Rules and Regulations. After review of all suggested changes from the Board from the prior Board meeting, Attorney Scheurer will put together all the changes for review at the June Board meeting. Discussion followed. No action taken.

- **Delinquent Account Fees/Procedures**

Board discussed a possible change in the current rate charged for late payment of quarterly invoice and the process for placing a lien on a customer's property for long-term non-payment. Discussion ensued. Board will discuss at June Board meeting. No action taken.

Maintenance Report

Dominic updated the Board on the current maintenance in the District, other than reported above in the **Engineer's Report**.

Administration Report

No additional comments with regard to Administration matters.

Reports from the Board

No additional comments from the Board members.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 10:02pm.

The next regular Board meeting will be held on Tuesday, July 14, 2015 at 7:00pm at Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn

Tony Langowski

Ilse Ramsey

Bruce Nicklow

Dave Pellegrini

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

June 9, 2015, 7:00 p.m.
Evergreen Lutheran Church – 5890 Highway 73, Evergreen, CO 80439

The meeting was called to order by President Bill Weisenborn at 7:04 pm.

Attendees:

Board Members

Bill Weisenborn, President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, District Water Operator.

Approval of Board Member Absence

The Board approved the absence of Director Langowski upon motion of Director Pellegrini and second by Director Nicklow.

Approval of Minutes

The Board approved the minutes from the May 5, 2015 Board Meeting upon motion of Director Nicklow and seconded by Director Pellegrini.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Pellegrini and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for June 2015.**

Engineer's Report

Board continued discussion with regard to the Forest Estates Water Line Replacement cost estimates. Director Weisenborn will follow up with Jessie Nolle of Respec Water & Natural Resources, to get better estimates and move forward with the engineering costs in order to have the project ready to go out to bid in the fall of 2015, with work on the project to begin in 2016. No further action was taken.

Attorney's Report

- **District Rules and Regulations**

Attorney Scheurer reviewed his recommended changes to the District Rules and Regulations. After review of all suggested changes from the Board from the prior Board meeting, Attorney Scheurer will put together all the changes for review at the July Board meeting. Discussion followed. No action taken.

- **Delinquent Account Fees/Procedures – Resolution 2015-02**

Board approved Resolution 2015-02 – Appendix A of the District Rules and Regulations upon motion of Director Nicklow and seconded by Director Pellegrini. The new fee schedule will be posted on the District website and mailed or emailed to all customers with the 3rd quarter invoices the first week on July.

- **Stevenson Dam Culvert/Entrance Way**

Board continued discussion with regard to the culvert which is owned by the District, however, an easement was given to a resident so they may enter their property. At this time the culvert needs to be maintained as it has been badly damaged by the heavy rain that has occurred over the last couple of months. The Board discussed possible options with regard to maintenance, installation of a foot bridge was discussed although a flood plan permit and study would be required. Board approved Director Weisenborn to write letter to Mr. Himmelman with regard to the Boards position on maintaining the culvert. Director Weisenborn will work with Attorney Scheurer on the contents of the letter.

- **Executive Session**

After a motion by Director Nicklow, seconded by Director Pellegrini, the Board unanimously approved entering into an executive session to discuss “a personnel matter” siting statute number (§24-6-402(4)(f), C.R.S.) at 8:00 p.m. The executive session ended and the Board entered regular session at 8:44 p.m. Board authorized legal counsel to accept service of process.

Maintenance Report

Dominic updated the Board on the current maintenance in the District. He let the Board know that the Schlaebitz service line is underway.

Administration Report

Nickie updated the Board on several items, including the 3rd quarter billing, which will go out the first week of July along with the newsletter. Appendix A will be included with the quarterly invoices as the rates have changed and we want the water customers to be kept up to date. Appendix A will also be put on the website for customers to review electronically.

Nickie also updated the Board on her discussion with a possible 3rd party company in order to be able to accept online payments via credit cards. No further action was taken.

Reports from the Board

No additional comments from the Board members.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:18pm.

The next regular Board meeting will be held on Tuesday, July 14, 2015 at 7:00pm at Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

July 14, 2015, 7:00 p.m.

Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by Vice President Tony Langowski at 7:00 pm.

Attendees:

Board Members

Bill Weisenborn, President (via telephone)
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, District Water Operator.

Approval of Minutes

The Board approved the minutes from the June 9, 2015 Board Meeting upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Nicklow and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for July 2015.**

Engineer's Report

No Engineer's Report.

Attorney's Report

- **Stevenson Dam Culvert/Entrance Way**

Attorney Scheurer and Director Weisenborn updated the Board as to the status of communication with Mr. Himmelman as discussed at the June Board meeting. Director Weisenborn emailed Mr. Himmelman with regard to the maintenance of the Stevenson Dam Culvert/Entrance Way and has not heard a response as of July 14, 2015. Attorney Scheurer mentioned that he had not heard from Mr. Himmelman's attorney either as to how they would like to proceed with the proposed reconstruction of the culvert. Board will wait for a response before proceeding any further.

- **Executive Session**

After a motion by Director Pellegrini, seconded by Director Langowski, the Board unanimously approved entering into an executive session to discuss “a personnel matters” and “ongoing litigation” citing statute number (§24-6-402(4)(f), C.R.S.) at 7:08 p.m. The executive session ended and the Board entered regular session at 7:16 p.m. Board authorized by motion of Director Pellegrini and second by Director Weisenborn, for Director Weisenborn to sign the release and have the District disburse funds in the amount of \$17,500 as settlement of the ongoing litigation.

- **Forest Estates Water Line Replacement**

Board discussed the engineering and design costs of the project. No further action taken.

Director Weisenborn left the meeting at 7:40pm.

- **District Rules and Regulations**

Attorney Scheurer reviewed changes to the District Rules and Regulations with the Board members. Attorney Scheurer will put together all the additional changes for review at the August Board meeting. Discussion followed. No action taken.

Maintenance Report

Dominic updated the Board on the current maintenance in the District. He let the Board know that the Schlaebitz service line was completed, the stop box maintenance calls were picking up, well #6 is being cleaned up and he is in the process of completing a valve survey of the District.

Administration Report

Nickie discussed with the Board the following items:

1. SDA Conference attendance
2. Credit card application for System Operator and Administrator, application was approved by the Board upon motion by Director Nicklow and seconded by Director Langowski. Director Weisenborn will sign application and deliver to bank for processing.
3. Steele Street Bank & Trust change of address form was signed by Director Langowski and will be forward to Bank by Nickie.
4. June 2015 profit and loss report was distributed to the Board members and discussed.
5. Accounts Receivable Aging report was provided to the Board for review. On August 1, 2015 those accounts that are still delinquent will be charged a \$20 fee and an invoice will be mailed out.
6. Collector Solutions, Inc. – Board members were provided the agreement with Collector Solutions, Inc. (CSI) for review. The agreement is for CSI to provide online payment with credit cards as a service to District customers, if they wish to use the service. Attorney Scheurer will prepare a resolution for the August Board meeting. No action taken at this time.

Reports from the Board

No additional comments from the Board members.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:47pm.

The next regular Board meeting will be held on Tuesday, August 11, 2015 at 7:00pm at Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

August 11, 2015, 7:00 p.m.

Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, District System Operator.

Executive Session

After a motion by Director Langowski, seconded by Director Nicklow, the Board unanimously approved entering into an executive session to discuss “a personnel matter” and “ongoing litigation” citing statute number (§24-6-402(4)(f), C.R.S.) at 7:01 p.m. Upon motion of Director Pellegrini, and seconded by Director Nicklow the executive session ended and the Board entered regular session at 7:47 p.m. Following discussion and consultation with the District’s defense counsel, by motion of Director Langowski and second by Director Nicklow, for Director Weisenborn to sign the release agreement and authorize final settle payment of \$17,500 to be issued, once the agreed upon with changes, as recommended by the Board, have been finalized and reviewed by the Board members.

Approval of Minutes

The Board approved the minutes from the July 14, 2015 Board Meeting upon motion of Director Pellegrini and seconded by Director Ramsey.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Nicklow and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for August 2015.**

Engineer's Report

District Engineer was not present at the Board meeting, but the Board members discussed the possible engineer and design fees that will be associated with the upcoming Forest Estates Water Line Replacement project. After discussion, the Board by motion of Director Langowski, seconded by Director Pellegrini, authorized Director Weisenborn to instruct the District Engineers to proceed with the design phase of the project, not to exceed an amount of \$25,000.

Attorney's Report

- **Stevenson Dam Culvert/Entrance Way**

Attorney Scheurer and Director Weisenborn updated the Board as to the status of communication with Mr. Himmelman as discussed at the June Board meeting. Director Weisenborn emailed Mr. Himmelman with regard to the maintenance of the Stevenson Dam Culvert/Entrance Way and has not heard a response as of July 14, 2015. Attorney Scheurer mentioned that he had not heard from Mr. Himmelman's attorney either as to how they would like to proceed with the proposed reconstruction of the culvert. Board will wait for a response before proceeding any further. **Update as of August 11, 2015**, there has been no further communication that Attorney Scheurer or Director Weisenborn are aware of.

- **Forest Estates Water Line Replacement**

One concern the Board has regarding this project is the timing of when Jefferson County might be replacing the pavement on Forest Estates Road. Attorney Scheurer has met with the County Manager (Ralph Schnell) with regard to the county's timeline and communicated to Mr. Schnell that the District will be going forward with the design phase of the project and that the District is in the process of looking for a funding package for the project via grant or low cost loan options as the District has limited financial resources to complete the project. The District Board hopes there could be some way to coordinate the pavement replacement in this section of the District with the county that would have a low impact financially on the District. Attorney Scheurer, Director Weisenborn, Director Pellegrini and Operator Dominic Monard will be meeting with the county again to express their concerns.

- **District Rules and Regulations**

After further discussion of the changes to the District Rules and Regulations as presented by Attorney Scheurer, by motion of Director Langowski, and second by Director Nicklow the Board approved Resolution 2015-3, to amend the District Rules and Regulations subject to changes provided by the Board members.

Maintenance Report

Dominic updated the Board on the current maintenance in the District. Sampling in the District has been done for the year except the sampling for lead and copper which will be done by the end of September. Stop box maintenance calls have been picking up. There is a line currently down on Forest Estates Road, which affects one customer who is in the process of proceeding with

finding a contractor to fix the line. Valve work on the west side is 90% complete, once done Dominic will start working on the valves on the east side of the District.

Administration Report

Nickie discussed with the Board the following items:

1. Collector Solutions, Inc. – Board members were provided the agreement with Collector Solutions, Inc. (CSI) for review at the July meeting. The agreement is for CSI to provide online payment with credit cards as a service to District customers, if they wish to use the service. After discussion, by motion of Director Pellegrini and second by Director Langowski, the Board agreed to authorized Director Weisenborn to sign the CSI agreement for the District to get the program up and going on the District website and to begin accepting credit cards as a form of District fees payment, with a fee charged to the customer of \$2.50.
2. Ms. Holder let the Board know that an additional exempt certificate has been ordered from the State for District purchases.
3. The District currently has two phone numbers through CenturyLink, Ms. Holder has asked Director Weisenborn to cancel service to phone number 303-674-9616 as it is no longer a District phone number.
4. As of September 1, 2015 if payment on accounts have not been received a \$30 fee will be charged and mailed to the client (or emailed) in addition to a water shut off notice being sent out. Ms. Holder asked for some guidance with the wording of the letter. Dominic discussed adding wording with regard to stop boxes that didn't work and needed to be fixed or ones that were hidden. Ms. Holder to follow up with other Districts for sample letters.
5. Forest Estates Water Line Replacement Project – Ms. Holder discussed possible grant and low cost loans. Attorney Scheurer recommended contacting his paralegal Robin in order to get further phone numbers for contact.
6. July 2015 profit and loss report was distributed to the Board members and discussed.
7. Accounts Receivable Aging report was provided to the Board for review.

Reports from the Board

No additional comments from the Board members.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:30pm.

The next regular Board meeting will be held on Tuesday, September 8, 2015 at 7:00pm at Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

August 24, 2015, 12:00 p.m.

Evergreen Metropolitan District Admin Building – 30920 Stagecoach Blvd., Evergreen, CO
80439

The meeting was called to order by President Bill Weisenborn at 12:00 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: None noted.

Brook Estates Water Line Project and the Engineer Fee Break Down

The Board members were updated on a meeting with the Road and Bridge Department of Jefferson County, which was attended by Bill Weisenborn, Dave Pellegrini, Dominic Monard and Dick Scheurer (Legal Counsel) on August 19, 2015. Jeffco attendees included Eric Goodlett, Gene Bennetts, Andy Rohwes and Dixie Shear.

The BFWD informed Jefferson County that the District is planning to replace approximately 4400 feet of water line between St. Moritz and Anna Circle due to multiple breaks in the last few years.

Jefferson County is planning to repave Forest Estates Rd. in 2016/2017. The Brook Forest Water District wants to work with the County so it would be most economical for the District.

Jefferson County is willing to enter into an IGA (intergovernmental agreement), but the timeline has to be determined when the Paving and Line Replacement is possible. In the meantime the District is working on Grants and low interest Government Loans to be able to get the Line Replacement done.

The Engineering Break Down was discussed due to the high cost of \$46,000.00. The BFWD is working on finding the best possible solution.

The Path Forward has been agreed upon by all Board Members and Bill Weisenborn has outlined the steps to go forward with this large project.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 1:00 pm.

The next regular Board meeting will be held on Tuesday, September 8, 2015 at 7:00pm at Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

September 8, 2015, 7:00 p.m.

Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by President Bill Weisenborn at 7:03 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, District System Operator.

Approval of Minutes

The Board approved the minutes from the August 11, 2015 Board Meeting upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for September 2015.**

Engineer's Report

Water Line Replacement Project

District Engineer was not present at the Board meeting, but the Board members discussed the possible timeline of the water main replacement project that they would like to have completed in 2016. The timing depends in large to any possible funding (grants and/or loans) as well as Jefferson County's cooperation with the District with regard to the pavement replacement that they would like to do in the area. Attorney Scheurer also brought to the Board's attention, that they may also want to think about the issuance of a bond to get the projection completed.

Sale of Property Located Near Tank 5

Dominic spoke to the Board with regard to a possible sale of a lot located near Tank 5. The potential buyer has some concerns, which are as follows:

1. Would he have to tap into the existing main or put in an extension?
2. If he has to put in extension, how far from the main and how much would it cost?
3. Is there easements with regard to the property?

Discussion ensued, the Board thought it would be better to extend and then tap into the line. There is a 30 feet easement with regard to the property in question. The potential buyer plans to close on September 24, 2015 if he is satisfied with all the answers to the questions above. Dominic will relay the information to the realtor.

Attorney's Report

- **Ostrander Litigation**

Attorney Scheurer let the Board know that the severance offer that had been extended to Ms. Ostrander had been accepted and that ½ of the settlement will be billed to the District.

- **District Rules and Regulations**

After further discussion of the changes to the District Rules and Regulations as presented by Attorney Scheurer at the August 2015 Board meeting to adjust the wording in Section 3.02 a-c, by motion of Director Langowski, and second by Director Nicklow the Board approved Resolution 2015-4, to amend the additional District Rules and Regulations.

- **Preliminary 2016 Budget**

Attorney Scheurer made the Board of Directors aware of the timeline process needed to be followed in regard to the 2016 District budget. A preliminary budget should be reviewed at the October 2015 Board meeting and then a public hearing will be held at the November 2015 Board meeting prior to the Board's approval of the 2016 budget. Once approved it will be sent to the State.

- **Customer Account delinquencies**

If there are any customer accounts that owe \$150 or more and have been outstanding for at least six months, the District can certify those accounts with the county. At this time, the District will continue to follow their timeframe of water shut offs and see how collections go. The date that properties have to be certified will be Nov. 1, a 30 notice has to be given to the customer, which will be a little late for the District's current procedures in 2015.

Maintenance Report

Dominic updated the Board on the current maintenance in the District. Lead and copper sampling in the District has been done for the year. Stop box maintenance calls have been picking up. The service line down on Forest Estates Road, which affects one customer has been completed. Valve work on the west side is 90% complete, once done Dominic will start working on the valves on the east side of the District.

Administration Report

Nickie discussed with the Board the following items:

1. Collector Solutions, Inc. (CSI) – As of September 1, 2015 the “Online Payment” option is now available to customers. Credit cards can be used to pay water bills, there is a \$2.50 service fee which is to be collect by BFW D and remitted to CSI.
2. 2016 Budget – Ms. Holder will prepare a preliminary 2016 budget for the Board’s review prior to the end of September 2015.
3. The District has been placed on the project list for the Water Quality Revolving Drinking fund for the State for the 2016 water line replacement project.
4. Website to be updated soon with the most recent minutes, Rules and Regulations, etc.
5. August 2015 profit and loss report was distributed to the Board members and discussed.
6. Accounts Receivable Aging report was provided to the Board for review.

Reports from the Board

No additional comments from the Board members.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:50pm.

The next regular Board meeting will be held on Tuesday, October 13, 2015 at 7:00pm at Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

October 14, 2015, 7:00 p.m.

Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by President Bill Weisenborn at 7:06 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, District System Operator.

Approval of Minutes

The Board approved the minutes from the September 8, 2015 Board Meeting upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for October 2015.**

Engineer's Report

Water Line Replacement Project

District Engineer was not present at the Board meeting, but Board discussed the possible timeline of the water main replacement project that they would like to have completed in 2016. The timing depends in large to any possible funding (grants and/or loans) as well as Jefferson County's cooperation with the District with regard to the pavement replacement that they would like to do in the area, it appears that the County will not get to the pavement replacement until 2017. In addition, the Board discussed downsizing the project to approximately 1,400 feet instead of the original 4,400 feet. The Board approved up to \$16,000 to be spent on engineer fees for the project, upon motion of Director Pellegrini and seconded by Director Langowski.

Director Langowski left the meeting (via phone) at 7:18 pm.

Attorney's Report

- **Contractor's License Permit Application**

After some discussion, the Board approved the Contractor's License Permit Application to be used by the District, upon motion by Director Ramsey, seconded by Director Pellegrini. Ms. Holder will put the Permit application on the District Website.

- **Open Records Act**

The Board discussed possible policies for email usage and posting of meeting agendas. Discussion followed. No action was taken. An email policy will be discussed at the November Board meeting. Ms. Holder will begin to post the meeting agendas on the District Website the Monday prior to the Board meetings.

- **Mr. John Embry Complaint**

The District received various emails and phone calls regarding a customer complaint about a possible leak on his property. Customer made a complaint to the Better Business Bureau ("BBB"), which the District replied to via their website as requested. Since the October Board meeting the BBB has informed the District via written letter dated, November 3, 2015 that the case has been closed.

Maintenance Report

Dominic updated the Board that there had been two main breaks in the District that had been repaired, one on Forest Estates Road and the other on Blue Spruce/Aspen Meadows. The service line down on Forest Estates Road, which affects one customer has been completed.

Administration Report

Nickie discussed with the Board the following items:

1. MidFirst Bank CD – the CD has been renewed for an additional 18 months at a rate of .449%.
2. 2016 Budget – Ms. Holder presented a 2016 draft budget to the Board for review. Changes were made and the budget will be presented at a public hearing at the November Board meeting. **Director Langowski rejoined the meeting at 8:45 pm.**
3. Bear Excavating – the vendor contacted the District to ask if they needed a contract with us to do on going work in the District. Attorney Scheurer will prepare an agreement for the November Board meeting.
4. Customer late fees – a customer had paid 3rd quarter invoice in September and had asked that late fees be waived. Ms. Holder asked the Board as she cannot waive any fees without the Board approval. Board decided that the late fees should stand as the fees were paid late and should follow the District Rules and Regulations, Appendix A.
5. Customer Water Shut Off – a possible customer shut off list was reviewed with the Board and it was decided that if a customer contacted Ms. Holder to work out a possible payment plan it would be considered, if it will be paid by December 31, 2015. Otherwise payments

are to be paid in full by November 1, 2015 and customer water will be shut off and fees applied.

6. District address needs to be changed with Colotrust, Director Ramsey to take care of.

Reports from the Board

Director Langowski informed the Board that the Brook Forest Inn will be closed for the season, December through May 2016.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:21 pm.

The next regular Board meeting will be held on Tuesday, December 8, 2015 at 7:00pm at Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

November 10, 2015, 7:00 p.m.
Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by President Bill Weisenborn at 7:04 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, District System Operator.

Approval of Minutes

The Board approved the minutes from the October 14, 2015 Board Meeting upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Nicklow and seconded by Director Langowski. **See Attached Schedule of Monthly Checks Paid for November 2015.**

Engineer's Report

Water Line Replacement Project

District Engineer was not present at the Board meeting, but Board discussed the design on Forest Estates Road and where the water line lies, with regard to gas and utilities on the drawings (Northside of Road). Dominic, System Operator, is working with Jesse Noelle, District Engineer, with regard to locates in the area. Engineers are working on bid package for the project.

Attorney's Report

- **Pot Grows**

Attorney Scheurer discussed with the Board how Pot Grows relate to the Districts Augmentation plan. How is it determined whether a Pot Grow is personal or commercial use? The license determines this. Board discussed if a Pot Grow operation is for

commercial use, should they be getting a meter due to excess water use? No action was taken.

- **Leach Fields**

Board approved **Resolution 2015-06**, an amendment to District Rules and Regulations with regard to Leach Fields upon motion of Director Pellegrini and seconded by Director Langowski.

- **Lance Bunch Living Trust**

Attorney Scheurer discussed with the Board the possible using of the Warrior Ditch and will talk with Alan whether or not he needs to file an option with regard to this use. If ok, he will get President Weisenborn's OK to proceed.

Maintenance Report

Dominic updated the Board on the main break that had occurred on St. Moritz and been repaired. In addition, the valve work on the East side of the District continues to get completed.

2016 Budget

District held a public hearing for the 2016 budget. No comments from the public. After further Board discussion, minor changes will be made to the 2016 budget and it will be approved at the December 8, 2015 Board meeting.

Administration Report

Nickie discussed with the Board the following items:

1. Shut Off Letters – 11 customers received shut off notices. 1 customer was shut off and has now paid outstanding balance in full.
2. Grants/Loans – Board discussed the main replacement project with regard to what amount the project will cost and how much should be asked for when applying for grants and loans. Board will apply for Small Communities Grant and then wait to hear back on whether any funds will be granted to the District prior to requesting any low cost loans.
3. John Embry BBB Case – District received letter from BBB stating that this case has been closed.
4. 2015 Audit Engagement Letter – District has received letter today and will review and approve at December Board meeting.

Attorney Scheurer and Dominic Monard left the meeting at 8:35 p.m.

Executive Session

After a motion by Director Langowski, seconded by Director Nicklow, the Board unanimously approved entering into an executive session to discuss “a personnel matter” siting statute number (§24-6-402(4)(f), C.R.S.) at 8:36 p.m. Upon motion of Director Langowski, and seconded by

Director Pellegrini the executive session ended and the Board entered regular session at 9:02 p.m. Following discussion, by motion of Director Langowski and second by Director Pellegrini, the Board approved an annual performance bonus to be paid to the District System Operator, Dominic Monard, in the amount of \$1,200.

Reports from the Board

No further comments from the Board.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:05 p.m.

The next regular Board meeting will be held on Tuesday, December 8, 2015 at 7:00pm at Church of the Hills (Room 104) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE BROOK FOREST WATER DISTRICT

December 8, 2015, 7:00 p.m.
Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by President Bill Weisenborn at 7:05 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer
Bruce Nicklow, Director
Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, District System Operator.

Approval of Minutes

The Board approved the minutes from the November 10, 2015 Board Meeting upon motion of Director Langowski and seconded by Director Ramsey.

Accounts Payable

Board discussed invoices, Board members had questions on the property and liability invoice for 2016, as a result Ms. Holder

The Board approved the following Accounts Payable, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for December 2015.**

Engineer's Report

Water Line Replacement Project

District Engineer was not present at the Board meeting, but Board discussed the design on Forest Estates Road and where the water line lies, with regard to gas and utilities on the drawings (Northside of Road). Dominic, System Operator, is working with Jesse Noelle, District Engineer, with regard to locates in the area. Engineers are working on bid package for the project. District Engineer will attend the January 2016 Board meeting to discuss project plans.

Attorney's Report

- **Ostrander Case Settlement Invoice**

Attorney Scheurer discussed with the Board that the invoice/letter to the District with regard to the amount owed by the District was incorrectly prepared and a revised invoice/letter will be sent to the District in the next week. Upon motion of Director Langowski and seconded by Director Pellegrini, If the letter correctly states the purpose of the payment, then Ms. Holder should cut a check and forward it to the Board members for signature prior to the end of the year for signature.

- **Email Policy**

As required by State Statute, each District should have an Email Policy. Attorney Scheurer prepared an email policy for the Board's review. This policy will be discussed at the January 2016 Board meeting and a resolution will be passed on the Policy at that time.

- **Water Augmentation Plan**

Attorney Scheurer discussed with the Board the possible using of the Warrior and Hariman Ditches and will talk with Alan whether or not he needs to file an option with regard to this use.

- **2016 Budget and Resolutions**

Ms. Holder, with the assistance of Attorney Scheurer, presented the following resolutions:
2015-07 A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Brook Forest Water District for the Calendar Year Beginning on and First Day of January, 2016 and Ending on the Last Day of December, 2016

2015-08 A Resolution Appropriating Sums of Money to the Various Funds, In the Amount and For the Purpose as Set Forth for the Brook Forest Water District for the 2016 Budget Year

2015-09 A Resolution Levying General Property Taxes for the Year 2015, to Help Defray the Costs of Government for the Brook Forest Water District for the 2016 Budget Year

2015-10 2015 Fund Transfers

Upon motion of Director Langowski and seconded by Director Nicklow, the above resolutions were unanimously approved by the Board.

Maintenance Report

Prior to Dominic giving his Maintenance Report, Board President, Bill Weisenborn, presented Dominic with a \$1,200 Bonus and read a letter out loud thanking him for his service to the District.

Dominic updated the Board on the main breaks that had occurred on Aspen Meadows and Forest Estates since the prior Board meeting.

Administration Report

Nickie discussed with the Board the following items:

1. Customer Accounts Receivable – Board discussed if any action should be taken as the large percentage of outstanding customers are Readiness-to-Serve (RTS) customers, should a foreclosure process begin or do we wait until the end of 2016 to certify a lien with Jefferson County? Continue discussion at the January 2016 Board meeting.
2. 2015 Audit Engagement Letter – Upon motion of Director Pellegrini and seconded by Director Ramsey, Board President, Bill Weisenborn signed the engagement letter for 2015 audit services with Scott Wright, CPA. Audit will begin in February 2016.
3. January 2016 Newsletter – Possible topics were discussed by the Board as to what should appear in the newsletter, probably a good idea to discuss what the District Water Augmentation is and what kinds of questions we have received from customers regarding what District water can and can't be used for. A Q&A format would be a good idea. Ms. Holder will draft and send to Board for review.

Reports from the Board

Director Langowski let the Board know that the Brook Forest Inn re-opened and is being rented by someone who will be operating the business over the winter months.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:27 p.m.

The next regular Board meeting will be held on Tuesday, January 12, 2016 at 7:00pm at Church of the Hills (Room 104) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director