

RECORD OF PROCEEDINGS

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

January 10, 2017, 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 (via phone)
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, System Operator

Approval of Minutes

The Board approved the minutes from the December 13, 2016 board meeting, upon motion of Director Pellegrini and seconded by Director Langowski.

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 January 2017.**

Engineer's Report

No engineer was present at the Board meeting. At this time, the Board is in the process of updating the Project Needs Assessment (PNA) form, in order to take out a section of the proposed project that is not necessary at this time. Once the PNA form has been updated and reviewed by the District Engineer, it will be sent to the CDPHE department of the State in order to move forward with project fund for 2018.

Attorney's Report

Resolution 2017-01 – Equal Opportunity Employer

In order to comply with State and Federal guidelines, and as a requirement to be eligible for project funding, the District Board has updated their Rules and Regulations to include language that they are an equal opportunity employer. See updated rules and regulations section 1.02. and resolution 2017-01.

Upon motion of Director Langowski and seconded by Director Nicklow, the above resolution was approved by the Board.

Water Cases

Mr. Scheurer let the Board know that he could not access the site to review current water cases, but he will follow up with the Board on any pertinent cases at the February 2017 Board meeting.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- There is currently a main break that Mr. Monard is trying to locate. Utility Tech has been up to the District to assist with the leak detection. Mr. Monard will continue to search for the leak in the coming days. Most of the District has been searched.
- Mr. Monard discussed the sample schedule for lead and copper for the District and will continue to had the samples taken.
- Mr. Monard discussed the current project that the District is working on to obtain funding for in 2017/2018. He informed the Board that if a section of the line to be replaced was taken out of the design, it is likely that the District will be able to obtain a categorical exclusion and can bypass an environmental review as the project is just replacing water lines. Mr. Monard and Ms. Holder will follow up with the State in order to get the necessary documents updated.

Administration Report

The following were discussed with regard to the District's current Administration:

- Budget amendment for the 2016 budget will be put in the newspaper and then will occur at the February 2017 meeting.
- 2016 Audit – the audit will begin in the beginning of February and then Mr. Wright will present the audit at the March or April Board meeting.
- W-2s and 1099's for 2016 will be done prior to the end of January 2017 and disbursed as necessary.
- It was suggested at the December 2016 Board meeting by Directory Langowski to look into possibly getting health insurance for Mr. Monard through CEBT. Ms. Holder followed up with a phone call to CEBT and it will cost more for his health insurance than the current one he is on. No further action will be taken at this time.

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Reports from the Board

Possible construction on the property by tank 5 was discussed, but no construction is currently going on in the District at this time.

Since Mr. Scheurer will not be in town during the Board meeting in February, he will be calling in via video chat, Ms. Holder will contact the church to get their Wifi password in order to facilitate a chat session.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:50 p.m.

The next regular Board meeting will be held on Tuesday, February 14, 2017 at 7:00pm at Church of the Hills (Library) – 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

February 14, 2017, 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 7:02 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 (via phone), Ms. Nickie Holder of NMHolder Financial, Inc. (via phone), and Mr. Dominic Monard, System Operator

Approval of Minutes

The Board approved the minutes from the January 10, 2017 board meeting, upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

After some discussion regarding the EV Studio invoice for \$895, the Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Ramsey. Ms. Holder will follow up on the EV Studio invoice to get clarification with regard to the time period of the work done with regard to EV Studio invoice dated 10/31/16. **See Attached Schedule of Monthly Checks Paid for February 2017.**

Engineer's Report

No engineer was present at the Board meeting. At this time, the Board is in the process of updating the Project Needs Assessment (PNA) form, in order to take out a section of the proposed project that is not necessary at this time. Once the PNA form has been updated and reviewed by the District Engineer, it will be sent to the CDPHE department of the State in order to move forward with project fund for 2018. Dave Borcharding from EV Studio is working with Dominic Monard to get the PNA updated in order to be sent to the State.

Attorney's Report

Resolution 2017-02 – 2016 Budget Amendment

In order to comply with State guidelines, the actual District expenditures in any year cannot exceed the budgeted amount. Resolutions 2017-02 amends the 2016 original budget as approved by the Board in 2015 in order to bring the actual expenditures equal or less than budgeted amount.

Upon motion of Director Langowski and seconded by Director Pellegrini, the above resolution was approved by the Board.

Water Cases

Mr. Scheurer let the Board know that he had reviewed the current water cases, and will follow up with the Board on any pertinent cases at the March 2017 Board meeting.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Mr. Monard updated the Board on the main break that he was trying to locate in January, it turns out it was a house that had renters move out and left the heater temperature too low, causing the pipes to burst when the temperature dropped. Water was pouring out of the foundation of the house. The owners were notified and taking care of the damage.
- Mr. Monard discussed the sample schedule for lead and copper for the District and will continue to had the samples taken. Lead and copper will now be sampled annually per the State, previously it was every three years.
- Mr. Monard discussed that he would be working with the local fire department on ISO's later in the month of February.

Administration Report

The following were discussed with regard to the District's current Administration:

- 2016 Audit – the audit is in process and will be done sometime in March. A draft will be forwarded to the Board once available. The legal rep letter will go out to legal counsel later in the month with regard to the 2016 audit.
- Customer outstanding balances as well as the February 2016 financials were provided to the Board for review.

Reports from the Board

The Board discussed that there are contractors that are in the loop for our 2018 project and there will be interest when it comes time to bid.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:40 p.m.

The next regular Board meeting will be held on Tuesday, March 14, 2017 at 7:00pm at Church of the Hills (Library) – 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

March 14, 2017, 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 (via phone), Ms. Nickie Holder of NMHolder Financial, Inc., and Mr. Dominic Monard, System Operator

Approval of Minutes

The Board approved the minutes from the February 14, 2017 board meeting, upon motion of Director Pellegrini and seconded by Director Langowski.

Accounts Payable

Ms. Holder followed up with the Board from the February 2017 Board meeting with regard to the EV Studio invoice from the prior month. After some discussion regarding the new invoice from EV Studio and the lack of communication with regard to getting work done on the Project Needs Assessment form, in order to get State funding, it was decided that President Weisenborn, Director Langowski and System Operator Monard would meet with EV Studio and address the Board's concerns. The invoices will be paid to EV Studio at the time of the meeting. **See Attached Schedule of Monthly Checks Paid for March 2017.**

Engineer's Report

No engineer was present at the Board meeting. The Project Needs Assessment form was updated by the District Engineer and forwarded to the State of Colorado, CDPHE department. We are waiting on review by the State in order to move forward with funding for the water main replacement project.

Attorney's Report

Tank 5 Tie In – 32623 Lodgepole Circle

The resident that owns the vacant lot at 32623 Lodgepole Circle, has brought to the District's attention that when they build a house on the lot, they would like to tap into the main line by tank 5, instead of extending the District water main and incurring additional costs.

There is an agreement with the prior owner of the lot and the District that this property could be tapped in at Tank 5 instead of extending the main line, however, the Board could negotiate that they tap in elsewhere. Board will further discuss at a future board meeting when the tap in is closer to be done.

Water Cases – Pioneer Ditch

The Board was informed by Mr. Alan Leak that he needed their guidance on an opposition to water usage from Bear Creek water area. Attached is the legal description. An entity having Senior water right #7 Hindry Ditch (Bear Creek) could affect Brook Forest Water District. We have senior water rights in Pioneer Union Ditch that are #5 and #11 (Bear Creek). Since this water right comes between our, Alan recommended that we contest the change. Via email, the Board approved moving forward with objecting the case. The Board approved to ratify their approval to move forward with the objection at the March 14, 2017 Board meeting by formal vote.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Mr. Monard discussed that he would be working with the local fire department on ISO's on March 15, 2017.
- Mr. Monard discussed with the Board what will need to be done with regard to the maintenance, State mandated, to the tanks in the District. Tanks 4 and 5 don't have too much work to be done on them to get them up to speed the State requirements, but Tank 2 will need more work. Through conversation Mr. Monard had with Marine Diving Solutions, they are confident that in order to get Tank 2 updated with epoxy, they won't have to take the tank offline to get the work done.

Administration Report

The following were discussed with regard to the District's current Administration:

- 2016 Audit – the audit has been completed and the Mr. Wright will be at the April 2017 Board meeting to review the audit with the Board.
- Customer outstanding balances as well as the March 2016 financials were provided to the Board for review.
- Possible 2nd Quarter Newsletter items were discussed.
- The District's certificate of deposit with Midland Bank is up for renewal on 3/26/17, Ms. Holder will look at rates at other banks to see if Board should renew or move funds.

Reports from the Board

The Board discussed AARP flyer that has been going around the District regarding Water line insurance. The Board discussed what the insurance is and would it be something that should be mentioned in the newsletter. It was decided by the Board that the topic was not for the Board to put in the newsletter, but rather a resident's decision on their own to obtain the insurance.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:20 p.m.

The next regular Board meeting will be held on Tuesday, April 11, 2017 at 7:00pm at Church of the Hills (Library) – 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

April 11, 2017, 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 7:02 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 (via phone), Ms. Nickie Holder of NMHolder Financial, Inc., Mr. Dominic Monard, System Operator and Mr. Scott Wright, CPA

Approval of Minutes

The Board approved the minutes from the March 14, 2017 board meeting, upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

After discussion of the invoices, the Board approved the April 2017 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for April 2017.**

2016 Audit Presentation – Mr. Scott Wright, CPA

Mr. Wright reviewed the 2016 audited financial statements as well as SAS No. 114 (required communications) with the Board of Directors. Mr. Wright let the Board know that the audit went well, but he did suggest to the Board that they look into moving some of their funds in the savings account at Bank of the West into other investment vehicles in order to get the best interest rate that the Board can for their funds. Mr. Wright suggested an alternative to a savings account with a local bank or a CD may be to invest the funds in Colotrust Plus account, as the interest rate is 1.00%, which is higher than the current Colotrust Prime account, which is only earning approximately .64%.

After further discussion of the audit and interest bearing accounts, Ms. Holder let the Board know she would look into rates with Colotrust and pass on the info for the May meeting.

The Board approved the 2016 Audit as presented by Mr. Wright, upon motion of Director Ramsey and seconded by Director Pellegrini. President Weisenborn and Ms. Holder signed the Management Representation letter provided by Mr. Wright.

Engineer's Report

No engineer was present at the Board meeting. The Project Needs Assessment form was updated by the District Engineer and forwarded to the State of Colorado, CDPHE department. We are waiting on review by the State in order to move forward with funding for the water main replacement project.

Attorney's Report

32172 Lodgepole Drive

Ms. Holder was contacted by the owner of the above list property, via their realtor as to the balance due on the account, as it was going to close in May 2017 and the water needed to be turned back on. The home has been vacant since it foreclosed in fall of 2016. In order to get the water turned back on all the fees owed on the account needed to be paid. K.O. Real Estate did not want to pay the fees and were referred to the District attorney. In the end the fees were paid and the water was turned back on, however; the Board did discuss the email communication from K.O. Real Estate and how they were not pleased.

Water Cases

The water resume was long this month with a lot of action occurring, there may be one case similar to the Pioneer Ditch case as discussed at the last board meeting that we need to possibly watch and discuss with Alan Leak, in case further action needs to be taken.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Well 6 production time has been cut back due to lower demand. Production time will increase as summer approaches
- The week of April 17th, Mr. Monard will be meeting with the Marine Divers so he may get a quote on the State mandated work that needs to be done on the tanks to bring them up to State regulations.
- Mr. Monard worked with the County to ensure that valves were not damaged during road repair/grading.
- The fire inspection in the District went well, no issues were found and no word from the fire department since the inspection was completed.
- The last week of July 2017, Mr. Monard will be attending a continuing education class

Administration Report

The following were discussed with regard to the District's current Administration:

- Ms. Holder will follow up with the State (CDPHE) to find out the status of what needs to be done to move forward with the state funding (loan).
- The District's CD renewed at bank for 18 months with a rate of 1.00%

- Ms. Holder will follow up with Jeffco County to determine which customer paid their property taxes – per the liens placed in fall of 2016

Reports from the Board

The Board discussed the meeting that took place with EV Studios about the level of service that the District expects to receive when projects need to be completed on a timely basis. Going forward we should have no problem with keeping on schedule with project deadlines.

The Board discussed the price of steel and how much it has risen and how this will affect the District funds as they move forward with the water line replacement project.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:20 p.m.

The next regular Board meeting will be held on Tuesday, May 9, 2017 at 7:00pm at Church of the Hills (Library) – 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

May 9, 2017, 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 7:10 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., Mr. Dominic Monard, System Operator

Approval of Minutes

The Board approved the minutes from the April 11, 2017 board meeting, upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the May 2017 monthly checks for payment, upon motion of Director Langowski and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for May 2017.**

Guests – Richard & Angela Reider (7764 Matterhorn Road)

Richard and Angela Reider purchased the property at 7764 Matterhorn Road in 2016 and are looking to build on the lot during 2017. They had some questions as to where to tie in to the Brook Forest Water District main line. Previous conversations have been had between our District Operator, Dominic Monard, and the Reider's. Ms. Holder confirmed that the tap fee for 7764 Matterhorn has already been paid. In order to be the most cost effective for the Reider's, to tie into the Brook Forest Water District main line will cost an approx. an additional \$5,000, due to a large number of underground utilities (Water- Contact Chamber, Gas Main) buried in the tie in vicinity. The Reider's have asked the District to share in the cost; however, the District has declined to cost share, because as stated in the District Rules and Regulations (found on the District's website www.brookforestwater.org), from the District water main to the homeowners house, is the homeowner's responsibility.

The Reider's thanked the Board for their time and left the meeting at 7:46pm.

Citizen Forum

None.

Engineer's Report

No engineer was present at the Board meeting. The State of Colorado, CDPHE department has responded with necessary changes that need to be addressed with regard to the Project Needs Assessment form, in order to move forward with funding for the water main replacement project. Ms. Holder and Mr. Monard are in the process of working with EV Studios to get the changes done.

Attorney's Report

Water Cases – Pioneer Ditch

Mr. Scheurer has been working on the Pioneer Ditch case and is the process of drafting a decree which he will then share with the Board for review. Mr. Scheurer has been working with our District Engineer Alan Leak, after reviewing a historical analysis of the water taken out of production for the District, Mr. Leak does not agree with the current findings. He does not believe that the historical use has been proven adequately, in addition he believes that the 2 large irrigation ponds called for in the District Water Augmentation Plan, with regard to surface evaporation have not been accounted for. No results at this time, Mr. Scheurer will continue to work with Mr. Leak to draft a water decree.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Mr. Monard shared with the Board the quotes that he has received with regard to the upgrades that need to be done on tank 2, 4 & 5. It would cost approximately \$3,700 per tank. Board members discussed the need for additional quotes. Mr. Monard will get at least one more quote on the tank work prior to any decisions being made. In addition, Board discussed the agreement for services needed to include indemnification for damages to system done by a 3rd party vendor.
- Per instruction by RESPEC, Mr. Monard has been doing dam releases – two months worth – to put the dam down to certain levels per guidelines.
- Due to blurb in latest Newsletter regarding recommended checking of stop boxes, Mr. Monard has been busy in the District checking on the operation of residents stop boxes to ensure that they are in good working order.
- The last week of July 2017, Mr. Monard will be attending a continuing education class

Administration Report

The following were discussed with regard to the District's current Administration:

- Ms. Holder let the Board know that Ms. Graves has requested that her tap fee be lowered to make it more attractive for her vacant lot to be purchased. The District Board denied any rate reduction. Ms. Holder will follow up and let Ms. Graves know of their decision.

- It was discussed to open up a new account with Colotrust to get a 1% interest rate on funds held with Colotrust. After discussion by the Board, upon motion by Director Pellegrini and seconded by Director Langowski, the Board will move forward with opening up an additional account with Colotrust. Ms. Holder and Treasurer Ramsey will work together to do so.
- Late fees and shut off notices will be sent out to customers on colored paper by Ms. Holder so it gets the attention of residents, the District's customer receivables has been going down and outstanding collections are being made.

Reports from the Board

The Board discussed current rates and making sure in the cost of the tap fee that we include the tap and the stop box going forward when we change the rates.

Discussion to be continued.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:51 p.m.

The next regular Board meeting will be held on Tuesday, June 13, 2017 at 7:00pm at Church of the Hills (Library) – 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

June 13, 2017, 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 - **Absent**
Dave Pellegrini, Director

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

Approval of Director Absence

The Board approved Director Nicklow's absence from the meeting upon motion of Director Langowski and seconded by Director Pellegrini.

Approval of Minutes

The Board approved the minutes from the May 9, 2017 board meeting, upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the June 2017 monthly checks for payment, upon motion of Director Langowski and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for June 2017.**

Engineer's Report

No engineer was present at the Board meeting. As reported at last month's Board meeting the State of Colorado, CDPHE department has responded with necessary changes that need to be addressed with regard to the Project Needs Assessment form, in order to move forward with funding for the water main replacement project. Ms. Holder and Mr. Monard have completed the changes and are now awaiting a response from CDPHE as to the next step in the funding process.

Citizen Forum

None.

Attorney's Report

Water Cases – Red Rocks Church/Pioneer Ditch

Mr. Scheurer has been working with our District Engineer Alan Leak, after reviewing a historical analysis of the water taken out of production for the District, Mr. Leak does not agree with the current findings. He does not believe that the historical use has been proven adequately, in addition he believes that the 2 large irrigation ponds called for in the District Water Augmentation Plan, with regard to surface evaporation have not been accounted for. At this time, Mr. Scheurer is working on a Statement of Opposition to the case which is due no later than July 28, 2017. Once the Statement of Opposition is complete Mr. Scheurer will send it to the Board for review.

Water Resume

No water cases on the May Water Resume that affect the District.

Brad Lenz Properties

Mr. Scheurer received a phone call from Mr. Lenz regarding possible flawed language in an easement agreement that he has with the District, that could potentially cause problems for Mr. Lenz upon the sale of his lots. After discussion, upon motion of Director Pellegrini and seconded by Director Langowski, the Board agreed to have Mr. Scheurer draft new language for the easement deed in order to cure the flawed wording. The Board wants to ensure that the language is inclusive of the District having NO maintenance responsibility of the easement property and that any improvements would be at the cost of Mr. Lenz.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Mr. Monard has been observing the project going on at 7764 Matterhorn Road, the residents are installing a water line on their property and connecting it to the Brook Forest Water District main line. Mr. Monard was onsite to ensure that the project was going smoothly and that there was no damage done to the District main upon connection. The contractors ran into a lot of rock during the process but the project is now complete.
- Well 4 went down, Mr. Monard diagnosed the problem and it was determined that a new pump and motor would be purchased and installed. Mr. Monard and the Board discussed different kinds of pump and motor technology that could be used in the future when well pumps would have to be replaced.
- The last week of July 2017, Mr. Monard will be attending a continuing education class

Administration Report

The following were discussed with regard to the District's current Administration:

- Ms. Holder let the Board know that a new account has been setup at Colortrust by Director Ramsey, Board Treasurer. In order for the Board to earn an interest rate of 1.00%. In addition, the CD at Midfirst Bank has been setup as well and all authorized signatures have been updated.
- Late fee and shut off notices were sent out to customers and the outstanding customer balances has decreased dramatically. No shut offs occurred as all late paying customers paid, or setup a short-term payment plan as their balance had reached \$500 or more.
- Ms. Holder has been working a project to update customer files and create a tap fee purchase date list so that all information is readily available.
- In addition, Ms. Holder provided a Budget vs. Actual report for the Board the review for June 2017.

Reports from the Board

No reports from the Board

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:08 p.m.

The next regular Board meeting will be held on Tuesday, July 11, 2017 at 7:00pm at Church of the Hills (Library) – 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 11, 2017, 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 7:02 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., Mr. Dominic Monard, System Operator

Approval of Minutes

The Board approved the minutes from the June 13, 2017 board meeting, upon motion of Director Langowski and seconded by Director Ramsey.

Accounts Payable

After discussion of the invoices, the Board approved the June 2017 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Langowski. **See Attached Schedule of Monthly Checks Paid for July 2017.**

Engineer's Report

No engineer was present at the Board meeting.

Citizen Forum

None.

Attorney's Report

Water Cases – Red Rocks Church/Pioneer Ditch

Mr. Scheurer has been working with our District Engineer Alan Leak, after reviewing a historical analysis of the water taken out of production for the District, Mr. Leak does not agree with the current findings. He does not believe that the historical use has been proven adequately, in addition he believes that the 2 large irrigation ponds called for in the applicants Water Augmentation Plan,

with regard to surface evaporation have not been accounted for. As discussed by the Board and Mr. Scheurer, Mr. Scheurer is working with Alan Leak, who will provide the District with the Engineer's response to the Opposition Report regarding this case. Once received, Mr. Scheurer will review and then forward to the District Board for review and approval. The response will then be forwarded to applicant before July 28, 2017 and then sent on.

Water Resume

No water cases on the July Water Resume that affect the District.

Brad Lenz Properties

Mr. Scheurer spoke with Mr. Lenz regarding the language in the easement agreement and it was discussed that a fee interest of the easement area in question, will be conveyed to the District by Mr. Lenz, who will in turn give the District and easement to the property, in order for the District to access the dam. In addition, the repairs and maintenance of the easement would be the responsibility of Mr. Lenz and not Brook Forest Water District. After discussion, upon motion of Director Langowski and seconded by Director Pellegrini, the Board agreed to have Mr. Schuerer prepare and negotiate to new language in the agreement with Mr. Lenz.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Stop box testing has been very busy in the District this past month, as residents have been calling to have theirs checked (as noted in the July 2017 Newsletter).
- Well 4 has been running great since the new pump and motor have been installed.
- Tank Quotes – as discussed some prior board meetings the work to be done on updating the tanks to State standards, Mr. Monard received additional quotes for the work to be done. The two quotes were approximately \$7,800-\$8,100. The Board members are comfortable with Mr. Monard going with the company he has worked with in the past, but Mr. Monard will continue to get one additional quote before deciding.
- The last week of July 2017, Mr. Monard will be attending a continuing education class.

Administration Report

The following were discussed with regard to the District's current Administration:

- A letter was received in the mail from Jefferson County Election department, asking District if they are going to participate in the November 2017 election, BFWD will not be participating, Ms. Holder will return the response to the County.
- Ms. Holder attended a webinar regarding investing in Colorado Public Funds, at this time the investment would not earn the District any additional interest than the District is receiving on Colotrust investments, therefore, no further discussion was taken.
- As part of the loan application process with CDPHE for the funding of the waterline replacement project, Ms. Holder prepared a letter (attached) to the Historic Preservation Office. The Board has reviewed the letter and it will be mailed ASAP, as the response to the letter has to be received prior to the loan application being submitted on August 15, 2017.

- The remaining steps to be done for the loan application to be submitted, is the completion of the final plan and specs of the project, as completed by the District engineer (EV Studio). At this time it has been brought to the Board’s attention that the current engineer that the District has been working with has left EV Studio. Director Langowski will follow up so that the Board may ensure that the final plans/secs are completed by July 31, 2017 for the Boards review and submission to the State no later than August 15, 2017.

Reports from the Board

Board members discussed Mr. Monard’s, the District System Operator, compensation for the next few years. It was suggested that in 2017 he receive a cost of living adjustment increase and then a bonus in the two subsequent years. No action was taken, discussion will continue at the next Board meeting in August 2017.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:08 p.m.

The next regular Board meeting will be held on Tuesday, August 8, 2017 at 7:00pm at Church of the Hills (Library) – 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 8, 2017, 7:00 p.m.

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

The meeting was called to order by Vice President Langowski at 7:07 pm.

Attendees:

Board Members

Bill Weisenborn, President - **Absent**

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates (**via phone**), Ms. Nickie Holder of NMHolder Financial, Inc., Mr. Dominic Monard, System Operator, Mr. Bradley Lenz (land owner), Stephanie Parks (Notary Public) and Ed and Kate Gorove (District residents)

Approval of Absence

The Board approved the absence of President Weisenborn, upon motion of Director Pellegrini and seconded by Director Nicklow.

Approval of Minutes

The Board approved the minutes from the July 11, 2017 board meeting, including changes from Attorney Scheurer, upon motion of Director Nicklow and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the August 2017 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for August 2017.**

Resolution 2017-03

The Board approved resolution 2017-03, upon motion of Director Pellegrini and seconded by Director Nicklow. Resolution 2017-03 designates Vice President Langowski as the authorized signer to sign the Bargain and Sale Deed between the District and Bradley J. Lenz, as well as the Ingress-Egress Access Easement presented. Documents were signed by Vice President and Mr. Lenz and then notarized by Ms. Stephanie Parks.

Engineer's Report

No engineer was present at the Board meeting.

Citizen Forum

None.

Attorney's Report

Jacob Alarid

In November 2016, the District certified the amount owed to the District by Mr. Alarid with Jefferson County. The fees were to be collected through property taxes. The District has since received all outstanding fees owed from prior years, however, an attorney for Mr. Alarid has contacted Mr. Scheurer as to the legality of those fees actually being owed to the District. Mr. Scheurer explained the situation to Mr. Alarid's attorney's letting them know that he is a habitual late payer, and that the District and Mr. Alarid have been in federal court in the past to dispute the fees owed to the District. As a result of the Federal court proceedings Mr. Alarid acknowledged that he is responsible for the fees. Mr. Alarid's legal counsel was not aware of the all the facts surrounding Mr. Alarid's claim and will further consult with their client.

Water Resume

Mr. Scheurer will review the water resume and report to the Board at the September 2017 Board meeting.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Vice President Langowski presented Mr. Monard with a bonus check for his hard work for the District. The Board wanted M. Monard to know how appreciative they are to have him as their System Operator.
- Tank Quotes –Mr. Monard received additional quotes for the work to be done on all three district storage tanks.. The Board members are comfortable with Mr. Monard going with Marine Diving Solution's for a total of \$8100.00 or \$2700.00 per tank. Mr. Monard is consulting with Attorney Scheurer regarding the contract with Marine Diving and will proceed once the contract is approved and signed. The work will be done approximately one month to six weeks after the contract is signed. Mr. Monard will keep the Board up to date.
- The last week of July 2017, Mr. Monard attended a continuing education class. He reported to the Board that it provided him with lots of relevant information for the current regulations. With the contamination in Flint, MI, the State standards/guidelines going forward for water quality, especially with lead and copper, will be much stricter.
- Crystal Clear watched the District while Mr. Monard was out of town and they did a great job. No issues.

- During the rest of this week, Mr. Monard will be taking Nathan (EV Studio) around the parts of the District that pertain to the final plans/specs for the water replacement project that the District hopes to get funds for and begin construction in 2018.

Administration Report

The following were discussed with regard to the District's current Administration:

- In the absence of Board President Weisenborn, the Board approved Resolution 2017-04, authorizing Vice President Langowski to sign the loan application for \$750,000 for water line replacement on behalf of the District, upon motion of Director Nicklow and seconded by Director Pellegrini.
- CDPHE Loan application – the loan application was signed by Vice President Langowski. Mr. Scheurer will provide Ms. Holder with the name of an attorney for the application to represent the District as their bond counsel. The application will be submitted by August 15, 2017.

Reports from the Board

The Board discussed using EV Studio going forward. The Board was not happy how they found out that the current engineer that they were working with had left EV Studio, but understand that the owner was on vacation and wasn't aware he was going to leave his position. Going forward the Board wants to make sure that the lines of communication are open with EV Studio and that if any issues arise they are notified in a timely manner.

Comments from the Floor

Mr. and Mrs. Gorove asked the Board if the access road by water tank 5 was a public access road or if it was private. After some discussion by the Gorove's and the Board, it was determined that in order to find out the District's platt could be reviewed, it could be looked up on the Jeffco Assessor website or a call in to Jefferson County Planning department would be the best route to take.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:37 p.m.

The next regular Board meeting will be held on Tuesday, September 12, 2017 at 7:00pm at Church of the Hills (Library) – 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 12, 2017, 7:00 p.m.

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

The meeting was called to order by Vice President Langowski at 7:03 pm.

Attendees:

Board Members

Bill Weisenborn, President – **via phone**

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates and Ms. Nickie Holder of NMHolder Financial, Inc.

Approval of Minutes

The Board approved the minutes from the August 8, 2017 board meeting, upon motion of Director Ramsey and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the September 2017 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for September 2017.**

Engineer's Report

No engineer was present at the Board meeting.

Citizen Forum

None.

Attorney's Report

Budget Committee – 2018 Budget

A draft budget will be presented to the Board in October 2017, a public hearing will be held on the 2018 budget at the November 2017 Board meeting. Ms. Holder will draft a budget and send to the District CPA for review, then forward to the Board members for review and discussion at the October Board meeting.

Water Resume

Water application for Jeffco School District R-1, Warrior Ditch. Mr. Scheurer will discuss with our District water engineer regarding a finding of reasonable diligence and let the Board know when he finds out additional information.

Bond Counsel Attorney

As part of the loan that the District is trying to obtain from the State of Colorado to replace water lines, the State asks that the District engages a bond counsel attorney. Mr. Scheurer has recommended that the District retain Thomas Peltz with Kutak Rock LLP.

After some discussion by the Board, the Board approved the agreement for services with Kutak Rock LLP for bond counsel services at a rate of \$4,500, upon motion of Director Weisenborn and seconded by Director Ramsey. The motion passed 3-2, Director's Nicklow and Pellegrini voted No, while Directors Weisenborn, Ramsey and Langowski voted to approve the agreement for services.

Board authorized Director Langowski to sign the agreement as President Protem as Director Weisenborn attended the meeting via telephone.

Bookkeeping Services Agreement

Mr. Scheurer presented the Board with an update agreement for Bookkeeping Services between the District and Ms. Holder of NMHolder Financial, Inc. The rate remains the same as the original agreement, but with an open-ended date. If the date or the terms of service or rate changes and amendment can be made to change the agreement.

Marine Diving Services Contract

Mr. Monard has been working with Mr. Scheurer on a contract with Marine Diving Services for them to clean and update the three water tanks in the District, Tanks 2, 4 and 5 at a cost of \$2,700 each for a total amount of \$8,100. The updated contract added language regarding indemnification and liabilities of each party.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- See attached email from Mr. Monard regarding District update.

Administration Report

The following were discussed with regard to the District's current Administration:

- The preliminary assessed valuation was received by the county and it was higher from the prior year by approx. 480,588. The amount will be reflected in the 2018 Budget.
- The Newsletter will go out with the October invoices
- The Credit Report that has been presented to the Board by DOLA as part of the loan process will be due to DOLA with any comments or changes by 9/25/17.

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.

Reports from the Board

No reports from the Board

Comments from the Floor

No comments from the Floor

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:45 p.m.

The next regular Board meeting will be held on Tuesday, October 10, 2017 at 7:00pm at Church of the Hills (Library) – 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 26, 2017, 7:00 p.m.

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

Special Meeting

The meeting was called to order by Vice President Langowski at 7:03 pm.

Attendees:

Board Members

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc. (**Via phone**)

Approval of Absence

The Board approved the absence of President Weisenborn, upon motion of Director Pellegrini and seconded by Director Ramsey.

Public Hearing

Director Langowski opened up the public hearing on the District's proposed Waterline Replacement Project. No public attended the meeting, therefore, Director Langowski closed the public hearing.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:07 p.m.

The next regular Board meeting will be held on Tuesday, October 10, 2017 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Absent _____
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 10, 2017, 7:00 p.m.

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

The meeting was called to order by President Weisenborn at 7:07 pm.

Attendees:

Board Members

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

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

Approval of Minutes

The Board approved the minutes from the September 12, 2017 board meeting, upon motion of Director Langowski and seconded by Director Pellegrini.

The Board approved the minutes from the September 26, 2017 board meeting, upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the October 2017 monthly checks for payment, upon motion of Director Langowski and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for October 2017.**

Engineer's Report

No engineer was present at the Board meeting.

Citizen Forum

None.

Attorney's Report

District Email Policy

The Board continued their discussion regarding the need for an email policy. The Board wants to ensure full disclosure of communication on District matters through whatever form on communication. A large part of the communication in today's world is done via electronic means.

After discussion, the Board feels that to ensure transparency it should make known to the District residents that if they would like to be included on any email communication with the Board they have the right to do so. A final policy will be voted on at the November 2017 Board meeting.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Lead and Copper testing has been completed and letters will be sent out to the affected residents and the State.
- Stop boxes are still being located at the request of residents as the winter approaches.
- The work to clean and update the District water tanks has been completed. The job went well with no issues.
- Currently Dominic is taking a valve survey of the District, the valves have been dug up, remarked and exercised.

Administration Report

The following were discussed with regard to the District's current Administration:

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
- CDPHE Loan – the Board was approved for their \$750,000 loan on October 6, 2017. At this point the District counsel has to work with the State regarding the final closing documents and then once the closing takes place a bid can be awarded to a contract. Ms. Holder will be following up with Paul Young at CDPHE in the next couple of weeks, along with Mr. Monard and the Engineer from EV Studio to determine the next steps to get the public notice out for bid invitation for contractors to become aware of the District project.
- A draft of the 2018 budget was presented to the Board for discussion. Adjustments were made, the public hearing for the 2018 budget will take place at the November 2017 Board meeting.

Reports from the Board

No reports from the Board

Comments from the Floor

No comments from the Floor

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:30 p.m.

The next regular Board meeting will be held on Tuesday, November 14, 2017 at 7:00pm at Church of the Hills (Library) – 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 14, 2017, 7:00 p.m.

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

The meeting was called to order by President 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. Dominic Monard (District Operator), Mr. Dick Scheurer of Scheurer and Associates and Ms. Nickie Holder of NMHolder Financial, Inc. In addition, Mr. Dean Dalvit and Mr. Brian Welch with EV Studio (District Engineer) joined the meeting.

Approval of Minutes

The Board approved the minutes from the October 10, 2017 board meeting, upon motion of Director Langowski and seconded by Director Nicklow.

Accounts Payable

After discussion of the invoices, the Board approved the November 2017 monthly checks for payment, upon motion of Director Langowski and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for November 2017.**

Engineer's Report

Mr. Dalvit and Mr. Welch introduced themselves and discussed with the Board the current waterline project that the District will begin work on in spring 2018. Mr. Welch suggested to the Board that they go ahead and enter into a contract (draft contract provided to the Board for review) with Cesare, Inc. in order to have boring done to the ground where the waterline project will take place so that a bedrock evaluation can be done and the District can get a better idea of the soil/rock that the contractors will be cutting into. The Board discussed the reasoning behind such work as well as the terms of the agreement. Mr. Welch will work with Dick on the terms of the agreement and it will be presented at the December 2017 Board meeting for approval by the Board.

Citizen Forum

None.

Attorney's Report

Waterline Replacement Project

Mr. Scheurer reviewed the open items that he has been reviewing for the draft loan documents with the State. The open items are minor and included: Naming of the district (take Enterprise off), Easements, need for separate bank account, need for annual audit and rate changes if need be (rate study), as well as the need for permits (which are the responsibility of the contractor). Mr. Scheurer and Ms. Holder will discuss above and contact State to follow up in order for the loan documents to become final and a closing date to be set for funding.

Water Resume

Mr. Scheurer will follow up with Board in December regarding any items of interest to the District that may be on the water resume.

2018 Budget

Mr. Weisenborn opened up the public hearing for the 2018 Budget. No public was in attendance for the meeting, therefore the public hearing was closed.

After some discussion the Board approved the 2018 Budget Packet, including the following resolutions upon motion by Director Pellegrini and seconded by Director Langowski.

Resolution 2017-04 – A resolution summarizing expenditures and revenues for each fund and adopting a budget for 2018

Resolution 2017-05 – A resolution appropriating sums of money for the various funds

Resolution 2017-06 – A resolution levying general property taxes for the year 2017

Resolution 2017-07 – A resolution for the 2017 funds transfer

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Stop boxes are still being located at the request of residents as the winter approaches.
- Currently Dominic is taking a valve survey of the District, the valves have been dug up, remarked and exercised.
- Mr. Monard will fire up well #2 in the next month.
- \$50 shut off fee was discussed as well as making sure that Mr. Monard's time was also included in the fee to the customer. It was determined that Mr. Monard's time was included in rules and regulation of District as previously updated.

Administration Report

The following were discussed with regard to the District's current Administration:

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
- CDPHE Loan – the loan documents are currently being worked on by the State and District attorney, will follow up at the December meeting with a closing date.

Reports from the Board

No reports from the Board

Comments from the Floor

No comments from the Floor

Adjournment

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

The next regular Board meeting will be held on Tuesday, December 12, 2017 at 7:00pm at Church of the Hills (Library) – 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 12, 2017, 7:00 p.m.

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

The meeting was called to order by President Weisenborn at 7:08 pm.

Attendees:

Board Members

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

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

Approval of Minutes

The Board approved the minutes from the November 14, 2017 board meeting, upon motion of Director Langowski and seconded by Director Ramsey.

Accounts Payable

After discussion of the invoices, the Board approved the December 2017 monthly checks for payment, upon motion of Director Langowski and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for December 2017.**

Engineer's Report

Director Weisenborn reported to the Board regarding the Pre-bid meetings. Three construction companies attended. Various questions were asked regarding the timeline of the project. Paul Young with CDPHE also attended to ensure that any information needed to be discussed regarding the State requirements for the project was available. The project is going to be funded by a State loan and certain requirements have to be followed through the entire project process including, Davis Bacon and American Iron Steel Act.

Citizen Forum

None.

Attorney's Report

Augmentation Plan – Red Rocks Baptist Church

Mr. Scheurer informed the Board as to the status of the water case with Red Rocks Baptist Church, the Engineer's report is currently being completed by Mr. Alan Leak. Next meeting Board President to sign agreement.

Cesare, Inc.

Mr. Scheurer and Cesare, Inc. have been working on agreement for Cesare to begin work on boring holes to use as a tool for gaging the depth of the bed rock for the contractors for the water line replacement project. Board approved **Resolution 2017-08** upon motion by Director Pellegrini and seconded by Director Langowski, to give Board President Weisenborn the authorization to execute the agreement between the District and Cesare, Inc.

Loan Documentation – Waterline Replacement Project

Upon motion by Director Pellegrini and seconded by Director Langowski, the Board approved **Resolution 2017-09**, the loan documentation for the Waterline Replacement Project with the State for \$750,000.

Water Resume

Mr. Scheurer will follow up with Board in January 2018 regarding any items of interest to the District that may be on the water resume.

Email Policy

Board will review policy in January 2018.

Maintenance Report

Mr. Monard updated the District on the current maintenance going on in the District:

- Stop boxes are still being located at the request of residents as the winter approaches.

Administration Report

The following were discussed with regard to the District's current Administration:

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
- CDPHE Loan – the loan documents are currently being worked on by the State and District attorney, will follow up at the January 2018 meeting with a closing date.

Reports from the Board

Board discussed fire protection in our District. What information can the Board provide to the residence regarding what can be done to help protect our assets and residents’ properties. Can we put signs up? Does it fall within the District’s Service Plan to convey information to the residents? As a District can we spend money towards fire protection? Topic to be put in the 1st Quarter 2018 newsletter.

Comments from the Floor

No comments from the Floor

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:35 p.m.

The next regular Board meeting will be held on Tuesday, January 9, 2018 at 7:00pm at Church of the Hills (Library) – 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