

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

January 9, 2018

The meeting was convened by Tony Langowsky at 7:10 p.m. Board members present were Bill Weisenborn (by telephone), Tony Langowski, Bruce Nicklow, Ilse Ramsey (by telephone), and Dave Pellegrini. Also present at the meeting was Dick Scheurer and Dominic Monard.

The matter of conducting the meeting, Director Tony Langowski was appointed President Pro Tem in the physical absence of Bill Weisenborn.

Minutes: The minutes of the December meeting were continued to February for approval.

Presentation of Accounts Payable: Accounts payable in the amount of \$13,534.83 were presented for payment. By motion of Ilse Ramsey, and second of Dave Pellegrini, the payments were approved unanimously.

Engineer's Report: Dominic Monard related to the Board that he had had a meeting with Brian Welch with regard to the plans in preparation for bidding.

Maintenance Report:

Dominic reported that he has been doing valve work throughout the District, raising valves in areas where the County had done recent overlays. In some cases, he raised the valves as much as a foot.

In the matter of the Cesare work, Dominic reported that, of the sixteen potholes done, only one area had to be modified as a result of hard rock.

In accordance with a request from the Water Commissioner, .6 inches of water was released from the reservoir.

Finally, Dominic stated to the Board that he wanted to use the SDA's "Safety" money balance for some ancillary items that qualify, which will be done before the expiration in March.

The contract for the line replacement bids will be opened February 1 at 1:00 p.m. at EV Studios.

Attorney's Report: The Board was presented with the following three Resolutions:

1. 2018-01: Designation of Meeting Places for 2018
2. 2018-02: Resolution to Hold Election to Elect Directors on May 8, 2018
3. 2018-03: Resolution to Appoint Designated Election Official

Bill Weisenborn moved and Dave Pellegrini seconded and Resolution 2018-01 was approved unanimously by the Board.

Resolutions 2018-02 and 2018-03 were deferred until the February meeting.

Closing Date on State Loan: An email was received by John Williams setting the closing date to January 24, 2018. Bill will email John Williams for the extension.

The Board was presented with the application for the Lenz Minor Adjustment. The County had required that the District, as a party to the transaction, also sign on the Application as the landowner. Tony Langowski, as President Pro-Tem, signed the Application on behalf of the District.

Dominic reported to the Board that he would like to install a chain across the roadway alongside the dam to prevent trespassing and interlopers accessing the dam site. Dick will contact Brad Lenz to determine if he has any objection to this security measure.

Eidlen Agreement for Lots 1, 2, 3, and 4, Block 9, Filing 2 of Evergreen Hills: The issue as to whether or not the main would be tapped on the line extending from the tank to the roadway. Further discussion on this matter has been deferred to the February meeting.

There being no additional business for the Board to consider, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Richard J. Scheurer

Approved by:

_____	_____
_____	_____
_____	_____

RECORD OF PROCEEDINGS

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

February 13, 2018 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 7:09 pm.

Attendees:

Board Members

Bill Weisenborn, President - **Absent**

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, Brian Welch with EV Studio, Inc. attended the meeting.

Approval of Absence

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

Approval of Minutes

The Board approved the minutes from the December 12, 2017 and January 9, 2018 board meeting, upon motion of Director Nicklow and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the February 2018 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for February 2018.**

Engineer's Report

Mr. Welch passed out the detailed bids that were submitted by two contractors (Noble, Inc. and Esco). The bids came in over \$900k, this includes amount for the final paving and patching. After review of the costs from each of the contractors, upon motion of Director Pellegrini and seconded by Director Nicklow, the Board approved to go with Noble, Inc. as the contractor to perform the work on the waterline replacement project and to do phase 1 & 2 in the same year. Mr. Welch will inform Mr. Noble that he was select for the project.

The Board also discussed making sure that video or pictures were taken of the area prior to starting construction so that we ensure that the culverts were put back the way they were before any construction, in order to cover the District for any liability. As well as to have documentation against neighbor's complaints or to prove road and personal property was replaced as good or better than found.

Citizen Forum

None.

Attorney's Report

Elections

Mr. Scheurer let the Board know the next steps for the election process, Self-nomination forms are due on March 5, 2018, if only three self-nomination forms are turned in, then the election will be cancelled on March 6, 2018.

Brad Lenz

Mr. Scheurer discussed with the Board that the minor adjustment to the agreement with Mr. Lenz and the District, regarding the fee interest and attendant liability for the easement deed to the access property, could be in jeopardy. Would the adjustment affect the 404 permit from the county? It doesn't seem to cause a problem or trigger an administrative review from the county. The Board discussed not having the agreement.

Maintenance Report

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

- Water main break in the District on Forest Estates. Dominic reported that the location of the break was found by a resident walking his dog. The company used to detect the leak could not find it. Water wasn't off overnight, break was found and repaired quickly on a Saturday. Board discussed recognizing the resident in the newsletter for his help with detecting the location of the leak.
- Mr. Monard will be on vacation from middle of February through the beginning of March, Crystal Clear Water has been up in district to train for when Dominic is out of town.
- Board received a \$1700 Safety Grant and Dominic has used the funds to purchase equipment for District.

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.
- 2017 Audit in process.
- Setting up portal for project payment applications

- Loan documents have been received and will be scanned and shared with Board.
- Provide project costs to date with Board for review

Reports from the Board

No comments 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, March 13, 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

RECORD OF PROCEEDINGS

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

March 13, 2018 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. Dominic Monard (District Operator), Mr. Dick Scheurer of Scheurer and Associates and Ms. Nickie Holder of NMHolder Financial, Inc. Guests: Mr. John Kelso (Resident – 7256 Aspen Meadow Drive).

Approval of Minutes

The Board approved the minutes from the February 13, 2018 board meeting, upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

After discussion of the invoices, the Board approved the March 2018 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for March 2018.**

Engineer's Report

No engineers were present at the meeting – Dominic let the Board know that the pre-construction meeting was to be held, tentatively, on March 27th and the construction for the waterline project was set to start the beginning of April.

Citizen Forum

None.

Attorney's Report

Waterline Project Contract with Jim Noble, Inc.

Mr. Scheurer updated the Board that the contract with Mr. Noble was almost complete, Mr. Scheurer was waiting on the District engineer to provide some additional information that had been left blank on the contract, as well as a performance bond from Jim Noble. Once all the information has been provided to Mr. Scheurer he will review and clear the performance bond, then the contract will be ready to sign by the Board President, Mr. Weisenborn. **Upon motion of Director Nicklow and seconded by Director Pellegrini, the Board approved Mr. Weisenborn to sign the contract between the District and Jim Noble, Inc. once completed.**

The Board discussed the pre-purchase of the materials by the contractor, if necessary, and then release as needed.

Update on Red Rocks Baptist Church

Mr. Scheurer discussed with the Board that he had spoken with Mr. Steve Leonhardt, Red Rocks Baptist Church Attorney, regarding the water case. Alan Leak, our District Water Engineer, has been in touch with Leonard Rice the project engineer to discuss the numbers on the return flows. If Alan feels the information is good, then Brook Forest Water District (BFWD) can sign off on the water case and is out of the case. This meeting might occur prior to the next District board meeting, Mr. Scheurer will give the Board an update at the next meeting.

Maintenance Report

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

- Crystal Clear Water – while Mr. Monard was on vacation Crystal Clear Water watched over the District and monitored the tank levels. All went well, no issues.
- While Mr. Monard was out of town he was contacted by the Evergreen Fire Protection District with regard the fire hydrants in the District as the fire department is currently under going an ISO audit.

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.
- 2017 Audit in process.
- May 2018 election has been cancelled.

Reports from the Board

Advance purchase of materials – the Board discussed the need to purchase materials (specifically iron) in advance in case the cost of those materials increased due to federal laws. Director Langowski, Operator Monard and Director Weisenborn will discuss with Mr. Noble as to his thoughts on the advance purchase of materials and if he thinks it is necessary.

Thank You Letter – the Board discussed the possibility of writing a thank you letter to the resident who called in the location of the last water main break and saved the District time on repairing the break. After discussion it was decided that a Thank you would be given in the next 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 7:49 p.m.

The next regular Board meeting will be held on Tuesday, April 10, 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

RECORD OF PROCEEDINGS

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

April 10, 2018 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 7:04 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. 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 March 13, 2018 board meeting, with changes from D. Scheurer, upon motion of Director Pellegrini and seconded by Director Ramsey.

Accounts Payable

After discussion of the invoices, the Board approved the April 2018 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for April 2018.**

Engineer's Report

No engineers were present at the meeting – see Maintenance Report for project update.

Citizen Forum

None.

Attorney's Report

Water Resume

No items to note on the water resume that affect the District at this time.

Waterline Project Contract with Jim Noble, Inc.

Mr. Scheurer updated the Board that the contract with Jim Noble, Inc. has been completed and signed off on by both parties. Project is moving forward.

Board Officers

At the May Board meeting the new officers will be sworn in and then the Board will then elect the new officer positions.

Maintenance Report

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

- The Board discussed the property by tank 5, which is owned by Roger Dellinger, with regard to where the water line will be installed and connected to the District's main water line. Should there be a sit down discussion in the future?
- Main break on Aspen Meadow was fixed on a Saturday and water was off for a limited amount of time. The main was fixed in about two hours and the water was shut back on.
- Preconstruction meeting was held by the District and Jim Noble, Inc. The District Engineer, EV Studio was there, as well as the Fire Marshall for Evergreen Fire Protection District. The meeting went very well.
- Jim Noble, Inc. did a survey of the construction area and Dominic as well as EV Studio took a video of the construction area to ensure that properties are put back after construction as they were prior to construction began when the road is being patched.
- The Transfer Station has leaking pump seals, they will be fixed by Applied Ingenuity.
- The District received an additional Safety Grant for \$950, an air compressor will likely be purchased.
- During the construction, Dominic will be providing weekly updates, these updates should go out to residents on the District Website as well as the Facebook Group.

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.
- 2017 Audit has been completed, still waiting on one bank to provide info the auditor prior to completion.

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 7:49 p.m.

The next regular Board meeting will be held on Tuesday, May 8, 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

RECORD OF PROCEEDINGS

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

May 8, 2018 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 7:04 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 April 10, 2018 board meeting upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the May 2018 monthly checks for payment, upon motion of Director Pellegrini and seconded by Director Langowski. **See Attached Schedule of Monthly Checks Paid for May 2018.**

Engineer's Report

No engineers were present at the meeting – see Maintenance Report for project update.

Citizen Forum

None.

Attorney's Report

Water Resume

No items to note on the water resume that affect the District at this time.

Account Transfer Fees

The Board discussed including a transfer fee in their fee structure once a property is sold to a new owner. Upon motion of Director Pellegrini and seconded by Director Langowski, the Board approved a \$150 account transfer fee. A public meeting for the fee will be held at the July 2018 Board meeting. Ms. Holder will publish the notice in the local newspaper and then the fee will be discussed at the July 2018 Board meeting.

Board Officers

Director Weisenborn nominated Director Pellegrini to be the District Treasurer
Director Pellegrini nominated Director Weisenborn to be the District President
Director Weisenborn nominated Director Langowski to be the District Vice President

All Directors accepted their nominations and the new Board was put into place. Director Weisenborn, Pellegrini and Nicklow signed their Oath of Office forms which were notarized by Secretary N. Holder. All forms will be submitted to the Colorado Department of Local Affairs by N. Holder.

Maintenance Report

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

- The Transfer Station has leaking pump seals, they will be fixed by Applied Ingenuity and they are running fine.
- During the construction, Dominic will be providing weekly updates, these updates should go out to residents on the District Website as well as the Facebook Group. Thus far the project is going well. They have laid 485ft of new line. There has been a bit of rock that the contract has had to go through, but for the most part the project has been running smoothly and on time. There were a few phone lines that were interrupted due to the utility locate lines not remaining on the ground as long as intended. They were quickly fixed.
- Pay App #1 was submitted by contractor.

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.
- 2017 Audit has been completed, still waiting on one bank to provide info the auditor prior to completion.
- CD's might want to be closed out to Colotrast when they come due so that the funds are more liquid.

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 8:09 p.m.

The next regular Board meeting will be held on Tuesday, June, 11, 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

RECORD OF PROCEEDINGS

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

June 12, 2018 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 7:11 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Ilse Ramsey, Treasurer – Via phone
Bruce Nicklow, Director - Absent
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 Absence

The Board approved the absence of Director Nicklow upon motion of Director Pellegrini and seconded by Director Ramsey.

Approval of Minutes

The Board approved the minutes from the May 8, 2018 board meeting upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the June 2018 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for June 2018.**

Engineer's Report

No engineers were present at the meeting – see Maintenance Report for project update.

Citizen Forum

None.

Attorney's Report

Water Resume

Possible item on the water resume, Mr. Scheurer will contact Alan Leake regarding Bear Creek Lake and Herman Ditch to discuss if the amount of water being diverted will effect the District.

Red Rocks Baptist Church

Alan Leake of Respec, made a few changes with the engineer and then Mr. Scheurer signed the stipulation to sign off on the water case.

Maintenance Report

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

- The first section of new main has been laid, 1440 feet. The pipeline was pressure tested and passed, as well as it passed the Bac T testing. The houses will now be connected to the mainline and then the contractor will take a break prior to starting the second section of pipeline.
- Pay App #2 was submitted by contractor.

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.
- Board discussed closing the Midfirst CD as of 6/30/18, the maturity date of the CD and the CD at Community Banks (maturity date is March 2019) so that the funds may be transferred into Colotrust. This way the funds will be more liquid when the District needs them for paying the contractor for the current waterline replacement project. Upon Motion of Director Langowski and seconded by Director Pellegrini, the Board voted to cash out the Community Banks CD and move the funds into the checking account and to forego the minimal amount of interest that would be gained by keeping the CD at the bank until it's maturity in March 2019.
- Board discussed items to include in the 3rd quarter newsletter, Ms. Holder will incorporate and send to the Board for review.
- Director Pellegrini and Ms. Holder signed Colotrust forms in order to have online access to statements, view activity and transfer funds to the checking or between Colotrust accounts. Ms. Holder will transfer funds from the Colotrust account to the Colotrust Plus account, in order to get a higher interest rate on the current funds. Current interest rate is 2.06%.

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 8:10 p.m.

The next regular Board meeting will be held on Tuesday, July, 10, 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

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

July 10, 2018

The regular meeting of the Board of Directors of the Brook Forest Water District was held on July 10, 2018 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, President
Tony Langowski, Vice-President
Dave Pellegrini, Treasurer
Bruce Nicklow, Director
Ilse Ramsey, Director

Also present at the meeting were Dominic Monard (District Operator), and Dick Scheurer (Attorney)

Approval of Minutes

The Board approved the minutes from the June 12 Board Meeting, as amended.

Accounts Payable

After discussion of invoices, the Board approved the July 10 monthly checks for payment, upon motion of Director Langowski, and seconded by Director Pellegrini.

Engineer's Report

No engineers were present at the meeting.

Maintenance Report

Dominic reported to the Board with regard to the ongoing project, indicating that it had slowed somewhat as they have encountered rock requiring blasting, but the project proceeds. He also reported that he has been making water releases from the reservoir as required by Water Commissioner Buckley on a regular basis, as there have been calls on the river.

Referring to the proposed development by Tank 5, there has been no activity in that area requiring connection to the District's main at this time.

Dominic also reported to the Board that he is going to be preparing full water quality sample report as required by CDPHE.

Citizen's Forum

Attorney's Report

After a brief discussion on the matter of a Transfer Fee, the Board approved a Transfer Fee amendment to the Rules and Regulations, in the amount of \$150.00. Attorney Scheurer will prepare a written resolution for Board consideration at the August meeting.

A report was also given on postings on the June resume for the Water Augmentation Plan, and Mr. Scheurer will be consulting with Alan Leak for the review of a couple of applications which may need Statements of Opposition.

Administrative Report

No report was available as Ms. Holder was on vacation. The Board Packet will be circulated by Director Langowski for review and for purposes of obtaining necessary signatures on checks authorized for payment.

Board Reports

Director Pellegrini indicated that he is making progress with regard to the deposit and transfer of accounts of the District. A \$100,000 check, reimbursed by the State, which the District had previously paid to Jim Noble on the project, will be deposited with the Bank of the West. Funds in excess of those needed operations in a checking account will be transferred from the Bank of the West to Colorado Trust. The Board also discussed the matter of transferring all funds in the District's checking account to Colorado Trust as well.

There being no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Richard J. Scheurer

Approved by:

RECORD OF PROCEEDINGS

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

August 14, 2018 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 6:58 pm.

Attendees:

Board Members

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

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

Approval of Absence

No absences

Approval of Minutes

The Board approved the minutes from the July 10, 2018 board meeting upon motion of Director Langowski and seconded by Director Ramsey.

Accounts Payable

After discussion of the invoices, the Board approved the August 2018 monthly checks for payment, upon motion of Director Pellegrini and seconded by Director Langowski. **See Attached Schedule of Monthly Checks Paid for August 2018.**

Engineer's Report

Mr. Welch discussed moving forward with change order for the waterline project currently going on in the District. After discussion the Board came to a consensus to move forward with change orders via email when it occurs.

Citizen Forum

None.

Attorney's Report

Water Resume

Possible item on the water resume, Mr. Scheurer will contact Alan Leake regarding Bear Creek Lake and Herman Ditch to discuss if the amount of water being diverted will effect the District.

Resolution 2018-05 – Title Transfer Fee

Upon motion made by Director Langowski and seconded by Director Pellegrini, the Board approve resolution 2018-05 regarding a new Title Transfer Fee to cover administrative costs when the transfer of property occurs from one homeowner to the next. The new fee will be \$150.

Budget Committee

It is budget time for the 2019 budget. Ms. Holder along with the Board will prepare the 2019 budget and make changes necessary for a final budget to be passed later this year.

Maintenance Report

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

- The main job is moving along and will likely be completed at the end of October 2018.
- Sampling has been going on in August and is now wrapped up for the year.
- Well #6 went down and the PRV and solenoid valve was replaced.
- Pay App #3 & #4 were submitted by the contractor.

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.
- After discussion, upon motion by Director Nicklow and seconded by Director Pellegrini the Board approved a \$200,000 transfer from the operating checking account at Bank of the West to the Colotrust Plus savings account.
- Pay App #4 was signed by President Weisenborn and will be forward to the State for review.

Reports from the Board

Board discussed whether or not their 911 info was updated with the county as this info expires periodically and needs to be updated.

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 8:18 p.m.

The next regular Board meeting will be held on Tuesday, September 11, 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

RECORD OF PROCEEDINGS

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

September 11, 2018 7:00 p.m.

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

The meeting was called to order by Director Ramsey at 7:01 pm.

Attendees:

Board Members

Bill Weisenborn, President (**via phone**)
Tony Langowski, Vice President (**absent**)
Dave Pellegrini, Treasurer (**absent**)
Ilse Ramsey, Director
Bruce Nicklow, 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 Absence

Upon motion by Director Nicklow and seconded by Director Ramsey, the absence of Director Langowski and Director Pellegrini were approved.

Approval of Minutes

The August and September 2018 Board minutes will be approved at the October 9, 2018 Board meeting.

Accounts Payable

After discussion of the invoices, the Board approved the September 2018 monthly checks for payment, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for September 2018.**

Engineer's Report

None

Citizen Forum

None.

Attorney's Report

Water Resume

There are 3 items on the water resume, but nothing to do at this time.

Maintenance Report

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

- Project update: the contractor is 20 feet away from the tank, the contractor will run a pressure test, disinfection and then both lines will be running as they tie into the new line.
- Pay App #5 has submitted by the contractor.

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.
- Pay App #5 was signed by President Weisenborn and will be forward to the State for review.
- 2019 Budget will be presented to the Board at the October Board meeting and then the public hearing with take place at the November Board meeting.

Reports from the Board

No comments 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 7:15 p.m.

The next regular Board meeting will be held on Tuesday, October 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

RECORD OF PROCEEDINGS

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

October 9, 2018 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 7:02 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Dave Pellegrini, Treasurer
Ilse Ramsey, Director
Bruce Nicklow, 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 August 14 and September 11, 2018 board meetings upon motion of Director Langowski and seconded by Director Ramsey.

Accounts Payable

After discussion of the invoices, the Board approved the October 2018 monthly checks for payment, upon motion of Director Langowski and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for October 2018.**

Engineer's Report

None

Citizen Forum

None.

Attorney's Report

Water Resume

Mr. Scheurer will review the water resume and update the Board at the November 2018 meeting if there are any items that pertain to the District.

Gallagher Amendment

At the November 2018 board meeting Mr. Scheurer will discuss with the board the Gallagher Amendment and how it relates to De-Brucing.

2019 Budget

The notice for the public hearing has been posted on the website and the local newspaper and will be held at the November 13, 2018 Board meeting.

Maintenance Report

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

- Project update: Contractor will be beginning to tie in the remaining houses in the next couple of weeks. Both the old 4” line and the 6” line are running until the tie in has been completed. The project is anticipated to be finished the first or second week of November 2018.
- Pay App #6 has submitted by the contractor.
- Dam releases have slowed down.
- Patching the road was discussed by the Board, discussion took place with regard to holding the county accountable for the price of paving Forest Estates where the new water line has been installed, the price that was originally given to the District should be what we are charged by the County.

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.
- Pay App #6 was signed by President Weisenborn and will be forward to the State for review.
- 2019 Budget hearing will be held at the November Board meeting and then final changes will be made to the budget prior to approval at the December 2018 Board meeting.

Reports from the Board

After discussion, the Board approved a \$3,000 bonus (paid at the November 2018 Board meeting) and one additional week of vacation annually to Dominic Monard for his work and commitment to the District, upon motion of Director Langowski and seconded by Director Nicklow.

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, November 13, 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, Director

Bruce Nicklow, Director

Dave Pellegrini, Treasurer

RECORD OF PROCEEDINGS

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

November 13, 2018 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 7:00 pm.

Attendees:

Board Members

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

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

Approval of Minutes

The Board approved the minutes from the October 9, 2018 board meetings upon motion of Director Nicklow and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the November 2018 monthly checks for payment, upon motion of Director Pellegrini and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for November 2018.**

Engineer's Report

Mr. Welch reported to the Board that the new water main is up and running. Mr. Welch and the Board discussed the paving work to be done to the road on the streets that the water main replacement project to place on. The patch work is done on the road that was disturbed by the contractor due to the water main replacement. As it has been discussed at prior meetings, when will Jefferson County put the paving for Forest Estates Road on their calendar, in 2019? Does that District pay for ½ of the cost, which has been estimated to be \$40,000.

- **Action Item** – Mr. Dick Scheurer to talk with contact at County in order to obtain a copy of the capital improvement plan of Jefferson County.

Director Ramsey and some residents have asked about the equipment that still remain on site where the project took place. While the large equipment is gone, some barriers have remained in place

to stop the dirt from clogging the culverts, per Mr. Monard, these barriers were left on site at the request of the District engineer at EV Studios.

Citizen Forum

None.

Attorney's Report

Water Resume

There currently are not any items affecting the District, Mr. Scheurer will review the water resume and update the Board again at the December 2018 meeting if there are any items that pertain to the District.

Gallagher Amendment

Mr. Scheurer discussed with the board the Gallagher Amendment and how it relates to De-Brucing. In November 2019, the District may think about putting on the ballot an item that would allow the mill levy to increase each year to offset any decreases in the assessed valuation in order to keep the overall property tax revenue the same as in prior years. Without the ability to increase the mill levy each year, the District could potentially lose property tax revenue as the assessed valuation declines.

2019 Budget

The Board held the public hearing on the 2019 Budget, no public was in attendance.

2019 Legal Fees

Mr. Scheurer let the Board know that his hourly fees would increase in 2019 to \$250/hour.

Maintenance Report

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

- Two water main breaks occurred in the District on November 3rd and November 11, both were repaired timely without water being shut off to customers for an extended length of time. Mr. Monard has begun to use a new locate service which seems to be working out fine.
- Now that water main replacement project is over, he will get back to the valve work that needs to be done.

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.
- Single Audit – If federal funds of \$750k or more are expensed during a calendar year a single audit needs to be done. This may increase the audit fees as it is a separate audit for the annual financial statement audit that is performed each year.

- **Action Item** – Ms. Holder will check with the State regarding the amount of Federal dollars that have been expensed to date on the Forest Estates Water Main Replacement project to determine if a Single Audit needs to be performed and budget for.
- 2019 Budget will be adopted at the December 2018 Board meeting.

Reports from the Board

None.

Comments from the Floor

After discussion by the Board, it was determined that Ms. Holder will include “Action Items” in the minutes in order to make them more complete when reviewing them in the future. This is to make is clear as to what action is to be taken if any on certain items discussed at each meeting.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m.

The next regular Board meeting will be held on Tuesday, December 11, 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, Director

Bruce Nicklow, Director

Dave Pellegrini, Treasurer

RECORD OF PROCEEDINGS

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

December 11, 2018 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 7:00 pm.

Attendees:

Board Members

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

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

Approval of Minutes

The Board approved the minutes from the November 13, 2018 board meetings upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the December 2018 monthly checks for payment, upon motion of Director Langowski and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for December 2018.**

Engineer's Report

Mr. Welch presented to the Board Pay App #7 and #8 for the Forest Estates Road Water Main Replacement Project. Pay App #7 will be the last pay app for the project that will be submitted to the State, it comes in under the original estimated amount of \$750,000. The loan with the State will be adjusted down to approx. \$747,852. Pay App #8 will be paid directly by Brook Forest Water District to Jim Noble, Inc. and will not be submitted to the State for reimbursement. Discussion continued from the prior board meeting regarding the paving to be done on the road where the project was done. Can the District pay the County in the current period for the paving to be done in the future? The underground water main that was put in with the project has a two year warranty and the County will likely want to wait until the warranty has expired to pave the road.

- **Action Item** – Mr. Welch is waiting to hear back from the County regarding this information.

Some residents still have concerns about material/equipment left in the project area. Some waddle was left so that the is could protect the culverts due to any settlement.

- **Action Item** – Mr. Monard to check with John Noble about removing any equipment left (excavator).

Citizen Forum

None.

Attorney's Report

Water Resume

There currently are not any items affecting the District, Mr. Scheurer will review the water resume and update the Board again at the January 2019 meeting if there are any items that pertain to the District.

2019 Budget

Mr. Weisenborn opened up the public hearing for the 2019 Budget. No public was in attendance for the meeting, therefore the public hearing was closed.

After some discussion the Board approved the 2019 Budget Packet, including the following resolutions upon motion by Director Langowski and seconded by Director Nicklow.

Resolution 2018-06 – A resolution summarizing expenditures and revenues for each fund and adopting a budget for 2019

Resolution 2018-07 – A resolution appropriating sums of money for the various funds

Resolution 2018-08 – A resolution levying general property taxes for the year 2018

Resolution 2018-09 – A resolution for the 2018 funds transfer

Maintenance Report

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

- Lead and copper sampling has been submitted to the State and it has been a lot of work to get it done. In 2019 Mr. Monard estimates that there will be approx. \$5,300 in sampling costs with new State regulations.
- Additional dam releases were done in December 2018 per our water engineers.

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.
- 1st Quarter 2019 Newsletter has been drafted
 - **Action Item** – Ms. Holder will draft wording for the Gallagher Amendment possible ballot issue in November 2019 and take out the fire mitigation section of the newsletter. Send to Board for review.
- Forest Estates Road Water Main Project final walk through will be on December 14, 2018.
- Other Items
 - **Action Item** – Ms. Holder will submit the Mill Levy to County by December 14, 2018
 - **Action Item** – Ms. Holder will submit all year end compliance documentation requirements to the State and County by 12/31/18.

Reports from the Board

None.

Comments from the Floor

Board discussed when they were going to be out of town and not available for Board meeting attendance in 2019.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:06 p.m.

The next regular Board meeting will be held on Tuesday, January 8, 2019 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, Director

Bruce Nicklow, Director

Dave Pellegrini, Treasurer