

## RECORD OF PROCEEDINGS

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

January 8, 2019 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 (absent)  
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 Absence

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

#### Approval of Minutes

The Board signed the November 13, 2018 Board minutes as approved at the December 2018 Board meeting. The Board will review the December 2018 Board minutes and approve at the February 2019 Board meeting.

#### Accounts Payable

After discussion of the invoices, the Board approved the January 2019 monthly checks for payment and authorized the Board Treasurer to transfer \$50,000 from the Colotrust Plus account to the Bank of the West Checking account to cover vendor checks for the month, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for January 2019.**

- **Action Item** – Director Pellegrini will transfer \$50,000 from Colotrust to Bank of the West to cover vendor payments in January 2019.

## **Engineer's Report**

Mr. Welch informed the Board that they could pay now for the cost of the paving in the District, payable to Jefferson County, in order to be charged the lower rate. If the District waits to pay for the paving when the work is completed in 2020 or 2021, then they risk paying a higher cost as the price for materials could possibly be higher at that time. After discussion, the Board decided to pay Jefferson County in 2019 for the cost of the paving that has been communicated via email.

- **Action Item** – Mr. Scheurer, will contact Courtney Hartman at Jefferson County to prepare an IGA (Intergovernmental Agreement) between the District and the County regarding the cost to be paid. In addition, Mr. Scheurer will discuss with Mr. Monard and Mr. Welch the specific area that should be included in the IGA as to where the paving will be done.

The Board approved President Weisenborn to sign the IGA and authorize funds for disbursement to Jefferson County for the paving project to be done at some time in the next couple of years, upon motion of Director Nicklow and seconded by Director Pellegrini.

## **Citizen Forum**

None.

## **Attorney's Report**

### *Year-End Financial Compliance Requirements*

Mr. Scheurer, along with Ms. Holder, let the Board know that the year-end financial document requirements had been submitted for the year.

### *Water Resume*

The water resume for 2019 is not currently available, Mr. Scheurer will update the Board at the February 2019 Board meeting if there are any items on the resume that will affect the District.

### *Election*

There will be no election in 2019, only a possible ballot issue (Gallagher Amendment) for the November 2019 election.

### *2019 Meeting Place*

The Board approved Resolution 2019-01 – Designating the 2019 Board Meeting Place – upon motion of Director Pellegrini and seconded by Director Nicklow.

- **Action Item** – Ms. Holder will prepare the resolution and send to President Weisenborn for signature.

## 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 now is in the process of completing an Evaluation Sheet regarding the same.
- On Sunday, January 6, 2019, there were two breaks in the District. One was on Brook Forest Road and the second break was at the old well house, due to a heater freezing up. The plumber came out and cut off the valve and put a new one on. Both breaks were fixed quickly.
- In 2019 Mr. Monard let the Board know he will likely rent a vacuum truck in order to suck out the area around the valves in the District in order to clean them out from any debris.
- Several heaters have been starting to go downhill, therefore Mr. Monard has bought heaters in order to keep the pipes from freezing in the transfer stations.

## 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.
- 1<sup>st</sup> Quarter 2019 Newsletter has been drafted
  - **Action Item** – Ms. Holder will draft wording for the Gallagher Amendment possible ballot issue in November 2019.
- Forest Estates Road Water Main Project
  - The final pay app – pay app #7 has been submitted to the State, this will be the final one. Therefore, the District will not ask for the remaining \$2,148 available on the \$750,000 loan from the State. At the request of Evan Butcher with CDPHE the District needs to prepare a letter of rescission regarding those funds.
    - **Action Item** – Ms. Holder will work with Mr. Scheurer in order to draft a letter for Mr. Weisenborn to sign regarding the remaining \$2,148.
- Year End W-2s and 1099s – these documents are due on 1/31/19, Ms. Holder will prepare and mail to employees and vendors and then provide Director Pellegrini with the documents that need to be signed and mailed to the IRS or the SSA.
- Tap Fees – Ms. Holder informed the Board that there will possibly be a \$15k tap fee received in 2019. Mr. Monard asked that he be contacted by the property owner in order to let the owner know the contractors that should be used.
- Amended 2018 Budget – Notice will be in the newspaper on January 9, 2019 regarding the public hearing for the 2018 amended budget. At the February 2019 meeting the Amended 2018 Budget will be approved by the Board via resolution.

**Reports from the Board**

None.

**Comments from the Floor**

Board discussed District letterhead and low flow toilets. No action taken.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:01 p.m.

The next regular Board meeting will be held on Tuesday, February 12, 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

## RECORD OF PROCEEDINGS

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

February 12, 2019 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 7:01 pm.

#### **Attendees:**

##### **Board Members**

Bill Weisenborn, President (absent)

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 Absence**

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

#### **Approval of Minutes**

The Board approved the January 2019 Board minutes upon motion of Director Nicklow and seconded by Director Pellegrini.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the February 2019 monthly checks for payment and authorized the Board Treasurer to transfer \$10,000 from the Colotrust Plus account to the Bank of the West Checking account to cover vendor checks for the month, upon motion of Director Nicklow and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for February 2019.**

- **Action Item** – Director Pellegrini will transfer \$10,000 from Colotrust to Bank of the West to cover vendor payments in February 2019.

#### **Engineer's Report**

The Board is waiting on a final pay application for the Forest Estates Water Main Improvement project to close out the final loan proceed distribution with the State. The State held back \$10,000

from the last pay application submitted to them. Once all the final paperwork has been completed the District will receive the final funds.

- **Action Item** – Dominic Monard will follow up with Brian Welch, District Engineer, to get a time frame on the completion of pay app #9.

Mr. Welch informed the Board that they could pay now for the cost of the paving in the District, payable to Jefferson County, in order to be charged the lower rate. If the District waits to pay for the paving when the work is completed in 2020 or 2021, then they risk paying a higher cost as the price for materials could possibly be higher at that time. After discussion, the Board decided to pay Jefferson County in 2019 for the cost of the paving that has been communicated via email.

- **Action Item** – Mr. Scheurer, will contact Courtney Hartman at Jefferson County to prepare an IGA (Intergovernmental Agreement) between the District and the County regarding the cost to be paid. In addition, Mr. Scheurer will discuss with Mr. Monard and Mr. Welch the specific area that should be included in the IGA as to where the paving will be done.

The Board approved President Weisenborn to sign the IGA and authorize funds for disbursement to Jefferson County for the paving project to be done at some time in the next couple of years, upon motion of Director Nicklow and seconded by Director Pellegrini.

### **Citizen Forum**

None.

### **Attorney's Report**

#### *Water Resume*

The water resume for January 2019 referenced an area near Brook Forest Water District, but the District is not affected.

#### *Paving of District Roads*

The Board has discussed at previous Board meetings the possibility of pre-paying for the cost of paving the area of roads where the Water Main Improvement project was done on in 2018. With the increase in costs unknown in future years, prepaying the amount now could potentially save the District money in the future. District Attorney, Scheurer, has contacted Jefferson County to find out if they would enter into an Intergovernmental Agreement with the District and accept funding now for future years' expense. The Board discussed if the agreement would still stand in future years even if the individuals who signed the agreement are no longer with the county. The Board would like to know what the County is willing to do at this time about entering into an agreement and receiving BFWF funds, possibly in an escrow account?

- **Action Item** – Mr. Scheurer, will continue his discussion with his contact Courtney Hartman at Jefferson County in order to move forward with a possible IGA (Intergovernmental Agreement) between the District and the County regarding the cost to be paid.

### **Maintenance Report**

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

- Sanitary Survey is a hot button right now with the State, Mr. Monard has been working on updating the PRVs in the District to ensure that they are testable, he has been working with the two commercial property owners to ensure that they have them installed as a required by the State.
- Mr. Monard mentioned that if the County is going to be doing a build up that they need to contact him and need to use a valve riser, otherwise the valves get covered up with debris.
- Two additional main breaks occurred, one on Ponderosa Way and the other on Lodgepole Drive. Both with fixed quickly to stop loss of water.
- Mr. Monard has been working with Jon Ironmonger at with Swiss Chalets, it appears that he may have a leak, due to the weekly readings that Mr. Monard observes. Mr. Ironmonger will be checking for a leaky toilet.

### **Administration Report**

The following were discussed regarding the District's current Administration:

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
- Resolution 2019 -02- Amendment of 2018 Budget. After public hearing was closed, upon motion by Director Pellegrini and seconded by Director Nicklow, Board approved Resolution 2019-02 to amend the 2018 Budget.
  - **Action Item** – Ms. Holder will submit the amended budget and resolution to the State portal.
- Forest Estates Road Water Main Project - The final pay app – pay app #9 needs to be obtained by Jim Noble in order to complete final paperwork with State and receive remaining \$10,000 in funding.
  - **Action Item** – Ms. Holder will work with State to provide final paperwork and close out project.
- 2018 Audit
  - **Action Item** – Ms. Holder will close 2018 books and provide necessary documents to Auditor for audit complete.

## **Reports from the Board**

Director Pellegrini gave the Board his resignation, his wife and him will be moving out of town in the months to come. Director Pellegrini will be missed by the Board, but he will stay on as long as he remains in the District. Director Pellegrini gave the Board several potential residents that he thinks would be a good addition to the Board in his place.

## **Comments from the Floor**

No action taken.

## **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:19 p.m.

The next regular Board meeting will be held on Tuesday, March 12, 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:

### **ABSENT**

\_\_\_\_\_  
Bill Weisenborn, President

\_\_\_\_\_  
Tony Langowski, Vice President

\_\_\_\_\_  
Bruce Nicklow, Director

\_\_\_\_\_  
Ilse Ramsey, Director

\_\_\_\_\_  
Dave Pellegrini, Treasurer

## RECORD OF PROCEEDINGS

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

March 12, 2019 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 7:01 pm.

#### **Attendees:**

##### **Board Members**

Bill Weisenborn, President (via phone)

Tony Langowski, Vice President

Dave Pellegrini, Treasurer

Ilse Ramsey, Director

Bruce Nicklow, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, Mr. Scheurer wanted to ensure it was noted in the February 2019 minutes that the Attorney's report included the possible MOU (Memo of Understanding) was possible instead of a full IGA with Jefferson County with regard to repaving Forest Estates Road in the District. The Board approved the February 2019 Board minutes upon motion of Director Pellegrini and seconded by Director Nicklow.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the March 2019 monthly checks for payment upon motion of Director Ramsey and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for March 2019.**

#### **Engineer's Report**

None.

#### **Citizen Forum**

None.

## **Attorney's Report**

### *Water Resume*

Mr. Scheurer reviewed the water resume for February 2019, it was a long resume, but not of the items listed pertained to Brook Forest Water District.

### *Paving of District Roads*

This District has been in discussions with Jefferson County about the possibility of the District pre-paying for the cost of re-paving the area of roads where the Water Main Improvement project was completed in 2018. Initially, the District discussed the option of moving forward with an IGA (Intergovernmental Agreement) with Jefferson County, but though it might be better to have an MOU (Memorandum of Understanding) between the two parties. Mr. Scheurer has been working with his contact at the County, Ms. Kourtney Hartman, on putting something in writing. At this point we are waiting to hear back from Ms. Hartman in order to move forward. No action taken.

### *Crystal Clear Water Treatment (CCWT)*

Mr. Scheurer has drafted an agreement between CCWT and the District, the District previously had an agreement with the prior owner, and subsequently with the new owner. Upon motion of Director Pellegrini and seconded by Director Nicklow, the Board authorized Vice-President Langowski to sign the agreement between the new owner of Crystal Clear and the Brook Forest Water District, on the District's behalf.

- **Action Item** – Vice-President Langowski will meet up with the owner of CCWT for him to sign the documents and the District and CCWT will retain and originally signed document for their records.

## **Maintenance Report**

Mr. Monard is on vacation, Ms. Holder let the Board know that Ron and his crew at CCWT are calling her everyday (7 days a week) to provide her with updates on the District.

## **Administration Report**

The following were discussed regarding 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 Application #9 – the final pay application for \$3,000 has been submitted and approved by the Board for payment, upon motion of Director Nicklow and Seconded by Director Pellegrini, the Board authorized Vice-President Langowski to sign the pay application for final processing by the State of Colorado through the State Revolving Fund loan program (SRF Loan).
- **Action Item** – Ms. Holder will submit final pay application from contractor in order for the State to process the remaining \$10,000 due the District for the Water Line Replacement Project.

- April 2019 Newsletter – Ms. Holder will draft in the next couple weeks and email to the Board for review. President Weisenborn’s follow up on the Gallagher Amendment will be the first issue for the newsletter.
  - **Action Item** – Ms. Holder will submit to the Board a draft of the April 2019 newsletter in March, for publication in April 2019 with the 2<sup>nd</sup> quarter invoices to customers.
- 2018 Audit – the audit is in process and once the audit is complete and a draft has been received Ms. Holder will email it to the Board for review.

**Reports from the Board**

At the February 2019 Board meeting Director Pellegrini gave his resignation to the Board as he will be moving out of the District once his house sells. He is currently the Treasurer and a new one will need to be voted on. Upon motion of Director Pellegrini and seconded by Director Ramsey, the Board approved Director Nicklow to take over as the District Treasurer.

**Comments from the Floor**

None.

**Adjournment**

There being no further business to come before the Board, upon motion of Director Pellegrini and seconded by Director Nicklow, the meeting was adjourned at 7:42p.m.

The next regular Board meeting will be held on Tuesday, April 9, 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

## RECORD OF PROCEEDINGS

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

April 9, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, Mr. Scheurer wanted to ensure the correct spelling of Ms. Kourtney Hartman's name in the March 2019 meeting minutes. The Board approved the March 2019 Board minutes upon motion of Director Langowski and seconded by Director Ramsey.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the April 2019 monthly checks for payment in addition to a \$45,0000 bank transfer from Colotrust to Bank of the West checking account to cover all vendor payments, upon motion of Director Langowski and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for April 2019.**

#### **Engineer's Report**

Mr. Monard updated the Board that Mr. Welch, Engineer with EV Studios, is currently updating the District maps and then Mr. Monard will review.

#### **Citizen Forum**

None.

## **Attorney's Report**

### *Water Resume*

Mr. Scheurer attempted to review the current water resume for the board, however the website was down, he will update the board with any items on the resume that may affect the District at the May 2019 board meeting.

### *Paving of District Roads*

This District has been in discussions with Jefferson County about the possibility of the District pre-paying for the cost of re-paving the area of roads where the Water Main Improvement project was completed in 2018. Mr. Scheurer has been in talks with Jefferson County with regard to a possible IGA (Intergovernmental Agreement) or an MOU (Memorandum of Understanding) in order to move forward with pre-payment of funds to the county for future paving to be done. According to Mr. Scheurer's conversations with the County, the County Attorney would like to see the agreement in the form of an MOU. At this point Mr. Welch is updating figures on the cost of the paving for an agreement and then an MOU will be prepared. An MOU would be the simplest form of an agreement at this point with the County. The paving is to take place in 2020 or 2021.

The Board discussed the possibility of being able to get a refund check if the pre-payment of funds is more than the actual cost. There was also discussion about who would sign the MOU for the County and would that individual have the authority to bind the County to the agreement with BFWD. No action taken.

- **Action Item** – Vice-President Langowski will talk with Evergreen Metro District about entering into similar MOUs so that BFWD board may better understand the process.
- **Action Item** – Attorney Scheurer will present the board at the May meeting with a possible agreement from the County between the two parties

### *Gallagher Amendment*

Mr. Scheurer discussed with the board an email from the SDA (Special District Association) that stated Governor Polis is currently working on this issue. Mr. Scheurer let the board know that a decision to move forward with a ballot issue in November 2019 will have to be made in June 2019.

### *New Board Member*

Mr. Sears attended the board meeting to see if she would be interested in filling the vacant position left on the Board with the departure of Director Pellegrini. Mr. Scheurer will prepare the Oath of Office for the May 2019 board meeting; Ms. Sears will provide documentation of evidence that she is a resident of the District.

## **Maintenance Report**

Mr. Monard is working on the Sanitary Survey (done every 3 years) and catch back up from when he was out of town. Mr. Monard discussed renting a vacuum truck to clean out valves in the District.

## **Administration Report**

The following were discussed regarding the District's current Administration:

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
- 2018 Audit – the audit is in process and once the audit is complete a draft will be given to the District for review. No update at this time regarding the audit.

## **Reports from the Board**

Treasurer position transfer – this meeting is Director Pellegrini's last meeting; he will provide Director Nicklow with the keys to the safe deposit box and bank log in information.

- ***Safe Deposit Box*** – Director Nicklow will close the safe deposit box and bring the items to the next board meeting in May.

Jim Noble, Inc. – Director Ramsey asked if Mr. Noble would be coming back to finish up any final clean up as she has some erosion on her property due to the water main replacement project construction.

- ***Action Item*** - Mr. Monard will talk with talk with Mr. Noble regarding Director Ramsey's property and follow up.

## **Comments from the Floor**

None.

## **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:36p.m.

The next regular Board meeting will be held on Tuesday, May 14, 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, Treasurer

---

Director 5, Vacant

## RECORD OF PROCEEDINGS

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

May 14, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director (absent)  
Alice Sears, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, the Board approved the April 2019 Board minutes upon motion of Director Nicklow and seconded by Director Langowski.

#### **Oath of Office**

Board approved Resolution 2019-03 – Appointment to Fill Board Vacancy, upon motion of Director Langowski and seconded by Director Nicklow. Director Alice Sears was sworn in by Attorney Scheurer. Director Sears will be up for election in November 2020.

- **Action Item** – Ms. Holder will fill the necessary documents with the Department of Local Affairs with regard to Director Sears and resolution 2019-03.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the April 2019 monthly checks for payment, upon motion of Director Langowski and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for May 2019.**

#### **Engineer's Report**

Mr. Monard updated the Board that Mr. Welch, Engineer with EV Studios, is currently updating the District maps and then Mr. Monard will review.

## Citizen Forum

None.

## Attorney's Report

### *Water Resume*

Mr. Scheurer will update the board with any items on the resume that may affect the District at the June 2019 board meeting.

### *Habitat for Humanity*

Board received a letter from Habitat for Humanity regarding interest in purchasing a vacant lot within District boundaries. Mr. Scheurer and the Board reviewed the letter. After discussion regarding the property, Ms. Holder will respond.

- **Action Item** – Ms. Holder will respond to the letter and let the potential buyers (Habitat for Humanity) know that there are past due fees owed on the property (34138 Forest Estates Road). In addition, Ms. Holder will provide information regarding wells on current properties as it applies to the District Rules and Regulations.

### *8116 South Brook Forest Road*

This property is set to close at the end of May 2019. Title company has contacted the District regarding any balance owed on the property or additional fees. Ms. Holder let the title company know that there is a \$150 title transfer fee but no other amounts owed. This property is a vacant lot that should be charged a Readiness-to-serve fee, however it currently does not have an account number and has not been charged any quarterly fees. As of July 1, 2019 Ms. Holder will give this property an account number and charge a \$60 quarterly fee.

### *Evergreen Hills Filing #2 – Block 9, Lot 4*

The owner of Lot 4 (Mr. Larry Eidlen) had a question as to whether or not Lot 4 should be charged the Readiness-to-serve fee each quarter. After discussion with Ms. Holder, it appears that Lot 4 should be included as evidenced by a fax from Mr. Eidlen dated 10/19/01, listing the 16 lots he owns that will be affected by the RTS fee.

- **Action Item** – Ms. Holder to follow up with Mr. Eidlen to let him know the District will continue to charge EHF #2 – Block 9, Lot 4 a Readiness-to-serve quarterly fee.

## Maintenance Report

Mr. Monard informed the Board that he has submitted the necessary Lead and Copper reporting to the State that is due at this time. There have been dam releases over the past month that Mr. Monard has been releasing per State requirements. Mr. Monard let the Board know that he will

be renting a vacuum truck to clean out valves in the District as well as order additional sample bottles as necessary by additional sample testing needed.

### **Administration Report**

The following were discussed regarding the District's current Administration:

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
- 2018 Audit – the audit is in process and once the audit is complete a draft will be given to the District for review. Ms. Holder will provide Mr. Wright with electronic copies of the loan agreement with the State as well as the contract with Jim Noble Inc. regarding the water main replacement project.

### **Reports from the Board**

Director Nicklow let the Board know that the safe deposit box that had micro fish in it had been closed. The contents were given to Ms. Holder to put into the storage unit that the District keeps all its records in. In addition, there was a second safe deposit box that Director Nicklow was made aware of and he will follow up with Bank of the West as to the contents and the location of the key to the box.

As a follow up to the prior board meeting, discussion with the County came up. Mr. Scheurer let the Board know that he did contact Ms. Kourtney Hartman via email prior to the board meeting and had not gotten any returned communication.

- **Action Item** – Mr. Scheurer will follow up his email with a phone call to the County and let the Board know at the June 2019 meeting.

President Weisenborn suggested that Director Sears obtain a copy of the Board Member Handbook that the SDA has available on their website.

- **Action Item** – Ms. Holder will forward a copy of the Handbook to Ms. Sears via email.

### **Comments from the Floor**

None.

### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:02p.m.

The next regular Board meeting will be held on Tuesday, June 11, 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 (**Absent**)

\_\_\_\_\_  
Bruce Nicklow, Treasurer

\_\_\_\_\_  
Alice Sears, Director

## RECORD OF PROCEEDINGS

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

June 11, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director  
Alice Sears, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, the Board approved the May 2019 Board minutes upon motion of Director Langowski and seconded by Director Sears.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the June 2019 monthly checks for payment, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for June 2019.**

#### **Engineer's Report**

No updates available

#### **Citizen Forum**

None.

#### **Attorney's Report**

##### *Water Resume*

Mr. Scheurer updated the Board on an item listed on the water resume regarding the Harman and Warrior Ditch, he will follow up with Mr. Alan Leake as the District may not have to respond.

### *Jefferson County Road Deposit -*

As discussed at prior Board meetings the Board would like to give Jefferson County (County) a deposit for road work to be done by the County in the District in future years. The Board would like to pay for it now as the cost could increase. The County plans to resurface the District road in 2020 or 2021. The District Board is hoping to finalize the letter to the County and provide the letter to Ms. Kourtney Hartman along with a check in order to fulfil their permit requirement and have no further obligation regarding the road resurfacing costs.

- **Action Item** – Mr. Scheurer will update letter to County and send for final approval. Once approved the District can cut a check for the approved amount (approx. \$42,000) and the issue will be closed.

### **Maintenance Report**

Mr. Monard informed the Board that the quarterly tank inspections were done, the tanks look pretty good, tank 2 being the one that might need some work but still pretty good. There are some tree removals that need to be done along with some new hatch seals. The tanks will need to have the divers go into the tanks every 5 years to stay in compliance with State regulations. Mr. Monard is currently working on the required sampling for the District. Mr. Monard let the Board know he would be attending an SDA workshop later in the month for continuing education.

### **Administration Report**

The following were discussed regarding the District's current Administration:

- Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
  - 2018 Audit – upon motion of Director Nicklow and seconded by Director Ramsey the Board approved the 2018 Audit report.
- **Action Item** – Mr. Holder will send the Audit to the State prior to the July 31, 2019 submittal deadline.

### **Reports from the Board**

Director Ramsey discussed with the Board the issues concerning her property after the water main replacement project closed out last fall. She had concerns about the landscaping needing to be replaced in certain areas as it had been misplaced during the project. Per review by the District Engineer, it appears that seeding may need to be done but that the remaining concerns were not construction related. The Board discussed Director Ramsey's concerns. No action was taken and will be followed up at the July Board meeting after further review of the Board and the District System Operator.

Board discussed issues with Maxwell Falls, follow up discussion at next Board meeting.

Director Sears informed the Board that she will be absent at the July 2019 Board meeting.

**Comments from the Floor**

None.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:58p.m.

The next regular Board meeting will be held on Tuesday, July 9, 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, Treasurer

\_\_\_\_\_  
Alice Sears, Director

## RECORD OF PROCEEDINGS

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

July 9, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director  
Alice Sears, Director (Absent)

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

#### **Approval of Absence**

Upon motion by Director Langowski and seconded by Director Nicklow, the Board approved the absence of Director Sears.

#### **Approval of Minutes**

After discussion of the prior month minutes, the Board approved the June 2019 Board minutes upon motion of Director Langowski and seconded by Director Ramsey.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the July 2019 monthly checks for payment, upon motion of Director Langowski and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for July 2019.**

#### **Engineer's Report**

Mr. Welch and the Board discussed the vegetation at 34824 Forest Estates Road. The owner is requesting that the vegetation be put back to the state that it was prior to Brook Forest Water District starting the water main replacement project. After discussion by the Board and the Engineer, it was determined that the contractor, Jim Noble, Inc., would re-seed the area until it is back to the pre-construction state. If the re-seeding doesn't work, Jim Noble, Inc. will continue to re-seed until it takes.

## **Citizen Forum**

None.

## **Attorney's Report**

### *Jefferson County Road Deposit -*

Mr. Scheurer reported to the Board that he received a letter from Mr. Mike Secary, Director of Road and Bridge, regarding the paving that the District would like to prepay for (as discussed at previous Board meetings). The County agrees to accept the District's funds and not hold the District responsible for any additional amounts. The price was reduced and will only be \$39,575. Upon motion by Director Langowski and seconded by Director Ramsey, the Board approved the authorization to pay Jefferson County Road and Bridge \$39,575 for future paving costs.

- **Action Item** – Once the letter is received by Ms. Holder she will cut the check and mail to President Weisenborn for signatures and then mail to the County.

### *Water Resume*

As discussed at a prior board meeting, Mr. Scheurer updated the Board on an item listed on the water resume regarding the Harman and Warrior Ditch, after discussion by the Board and upon motion of Director Langowski and seconded by Director Nicklow, the Board approved Mr. Scheurer to file a Statement of Opposition against the Augmentation Plan.

## **Maintenance Report**

Mr. Monard informed the Board of the following regarding maintenance and operations:

1. He is currently working on performing the lead and copper sampling required by the State.
2. Sample bottles have been provided to residents to assist with the sampling process and the bottle should be returned this week.
3. More tank work needs to be done on tank 2 & 5, moss needs to be cut as well as some trees.
4. No dam releases were done in the past month.
5. Mr. Monard met with one resident who is currently building a house in the District to ensure he is using the correct material for in the ground pipping, copper needs to be used, not plastic.

## **Administration Report**

The following were discussed regarding the District's current Administration:

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

**Reports from the Board**

None.

**Comments from the Floor**

None.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:15p.m.

The next regular Board meeting will be held on Tuesday, August 13, 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, Treasurer

\_\_\_\_\_  
Alice Sears, Director (**Absent**)

## RECORD OF PROCEEDINGS

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

August 13, 2019 7:00 p.m.

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

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

#### **Attendees:**

##### **Board Members**

Bill Weisenborn, President  
Tony Langowski, Vice President  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director  
Alice Sears, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, the Board approved the July 2019 Board minutes upon motion of Director Langowski and seconded by Director Ramsey.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the August 2019 monthly checks for payment, upon motion of Director Langowski and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for August 2019.**

#### **Engineer's Report**

None.

#### **Citizen Forum**

None.

#### **Attorney's Report**

##### *Water Resume*

As discussed at a prior board meeting, Mr. Scheurer updated the Board on an item listed on the water resume regarding the Harman and Warrior Ditch. Mr. Scheurer filed a Statement of Opposition against the Augmentation Plan. The Augmentation plan is to be amended for the use

of water for up to two horse properties. Mr. Scheurer will follow up with District Water Engineer, Alan Leak and report to the Board at the September meeting.

#### *November 2019 Election*

After discussion regarding the Gallagher Amendment and the possible upcoming election in November 2019, the Board authorized President Weisenborn to sign the election IGA with Jefferson County if the information to be provided by Ms. Holder to the Board would cause the property tax income to decrease significantly with the Gallagher Amendment issue.

### **Maintenance Report**

Mr. Monard informed the Board of the following regarding maintenance and operations:

1. Lead and Copper testing has been done and submitted to the State, a confirmation of receipt has been given.
2. Dam face has been cleared of trees and debris.
3. Tank inspections are up to par, hatch seals and trees around tanks look good.
4. Mr. Monard discussed purchasing a Jack Hammer with the board, approximately \$1800, the District has \$1200 in safety grant money to spend.
5. Valve work continues.
6. Evergreen Fire Department has contacted District regarding Fire hydrants and their current state of operations.

### **Administration Report**

The following were discussed regarding the District's current Administration:

1. Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
2. During the month via email the Board authorized a transfer of funds from the savings account at Colotrust to the checking account at Bank of the West in the amount of \$30,000. Board unanimously approved to ratify this transfer of funds.
3. SDA Conference
  - **Action Item** – Ms. Holder will bring blank checks to next Board meeting for Director Weisenborn and Director Sears for the hotel accommodations at the Keystone conference.
  - **Action Item** – Ms. Holder is to provide Director Sears with a copy of the District Sales Tax Exempt certificate.

### **Reports from the Board**

None.

### **Comments from the Floor**

None.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:03p.m.

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

\_\_\_\_\_  
Alice Sears, Director

## RECORD OF PROCEEDINGS

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

September 10, 2019 7:00 p.m.

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

The meeting was called to order by Treasurer Bruce Nicklow at 7:05 pm.

#### **Attendees:**

##### **Board Members**

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

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

#### **Approval of Absences**

Upon motion of Director Ramsey and seconded by Director Sears the Board approved the absence of President Weisenborn and Vice President Langowski.

#### **Approval of Minutes**

After discussion of the prior month minutes, the Board approved the August 2019 Board minutes upon motion of Director Ramsey and seconded by Director Sears.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the September 2019 monthly checks for payment, upon motion of Director Ramsey and seconded by Director Sears. **See Attached Schedule of Monthly Checks Paid for September 2019.**

#### **Engineer's Report**

None.

#### **Citizen Forum**

None.

## **Attorney's Report**

### *Water Resume*

As discussed at a prior board meeting, Mr. Scheurer updated the Board on an item listed on the water resume regarding the Harman and Warrior Ditch. Mr. Scheurer filed a Statement of Opposition against the Augmentation Plan. The Augmentation plan is to be amended for the use of water for up to two horse properties. It was determined that the District did not need to add a supplement to the original statement of opposition or re-do the original opposition, due to the amendment to the augmentation plan with regard to the additional amount of water needed for the two horse properties.

Mr. Scheurer will update the Board members on any additional water resume items at the next meeting.

### *November 2019 Election*

Mr. Scheurer informed the Board that all election requirements thus far for Jefferson County Joint Election have been met.

### *2020 Budget Committee*

The budget committee discussed that a draft would be presented at the October 8, 2019 Board meeting for review by the Board. A public hearing for the 2020 budget will take place at the November 2019 Board meeting.

## **Maintenance Report**

Mr. Monard informed the Board of the following regarding maintenance and operations:

1. Fire Department was supplied by Mr. Monard with the information that they had requested, including the psi per hydrant.
2. In the past month there have been quite a few locates taken care of.
3. Two properties in the district that are currently underway with laying new foundation to build on.
4. Let the new owner of Brook Forest Inn know that a meeting was set up later in the week regarding backflow requirements and that he needs to attend to ensure that the Brook Forest Inn is up to State requirements regarding backflow connection.

## **Administration Report**

The following were discussed regarding the District's current Administration:

1. Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
2. October issue of the newsletter will be geared towards Gallagher Amendment as this is the November election ballot issue.

**Reports from the Board**

None.

**Comments from the Floor**

None.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:20 p.m.

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

Absent  
Bill Weisenborn, President

Absent  
Tony Langowski, Vice President

\_\_\_\_\_  
Bruce Nicklow, Treasurer

\_\_\_\_\_  
Ilse Ramsey, Director

\_\_\_\_\_  
Alice Sears, Director

## RECORD OF PROCEEDINGS

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

October 8, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director  
Alice Sears, Director - **Absent**

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

#### **Approval of Absences**

Upon motion of Director Langowski and seconded by Director Ramsey the Board approved the absence of Director Alice Sears.

#### **Approval of Minutes**

After discussion of the prior month minutes, the Board will approve the September 2019 Board meeting minutes at the next Board meeting after further review.

#### **Accounts Payable**

After discussion of the invoices and bank account balances, the Board approved the October 2019 monthly checks for payment as well as a transfer of funds from Colotrust Plus account to the District checking in the amount of \$30,000 to cover the monthly invoices as well as the November debt service payment to be wired out, upon motion of Director Ramsey and seconded by Director Nicklow **See Attached Schedule of Monthly Checks Paid for October 2019.**

#### **Engineer's Report**

Mr. Welch discussed the updated ordinance that need to be updated in the District Rules & Regulations with the Board for Cross Connection and Back Flow Controls. After discussion, upon motion of Director Langowski and seconded by Director Ramsey the Board approved the amendment to the district rules and regulations, conditional to the final review and approval by the

District Attorney, Mr. Dick Scheurer, District Engineer, Mr. Brian Welch and District System Operator, Mr. Dominic Monard.

- *Action Item* – Ms. Holder will provide Mr. Scheurer with the next resolution number for the amendment to the District Rules and Regulations.

### **Citizen Forum**

None.

### **Attorney's Report**

#### *Water Resume*

As discussed at a prior board meeting, Mr. Scheurer will continue to keep the Board updated on the Statement of Opposition that was filed on the Harman Ditch horse property.

Mr. Scheurer will update the Board members on any additional water resume items at the next meeting.

#### *November 2019 Election*

Mr. Scheurer informed the Board that all election requirements thus far for Jefferson County Joint Election have been met. The election will be held on November 5, 2019.

#### *2020 Budget Committee*

The budget draft was presented to the Board for review at the Board meeting. Further discussion and the public hearing for the 2020 budget will take place at the November 2019 Board meeting.

### **Maintenance Report**

Mr. Monard informed the Board of the following regarding maintenance and operations:

1. Sampling disinfecting by product underway, not finished yet.
2. Two properties in the district that are currently underway with laying new foundation to build on.
3. Reviewing CIP for 2020 Budget.

### **Administration Report**

The following were discussed regarding the District's current Administration:

1. Financials, customer receivables and late fees were also discussed – documents provided to the Board prior to the Board meeting.
2. Discussed issues with not having credit card limit set higher for System Operator district credit card. After discussion, Board approved increasing Dominic Monard credit card with Bank of the West by an additional \$10,000, upon motion of Director Langowski and seconded by Director Nicklow.

3. Ms. Holder discussed the draft of the 2020 budget with the Board. She will send the budget in excel format to the Board for review over the next month, prior to the budget hearing in November.

### **Reports from the Board**

President Weisenborn discussed working with Ms. Donna Rirdon regarding fire mitigation, President Weisenborn let the board know that Ms. Rirdon would be available to come and discuss with the board her efforts towards fire mitigation and what the board might be able to do to assist. Ms. Holder will continue to search for possible Fire Mitigation grants for the District.

### **Comments from the Floor**

None.

### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

The next regular Board meeting will be held on Tuesday, November 12, 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:

Absent

Bill Weisenborn, President

Absent

Tony Langowski, Vice President

\_\_\_\_\_  
Bruce Nicklow, Treasurer

\_\_\_\_\_  
Ilse Ramsey, Director

\_\_\_\_\_  
Alice Sears, Director - **Absent**

## RECORD OF PROCEEDINGS

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

November 12, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director  
Alice Sears, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, upon motion by Director Nicklow and seconded by Director Sears, the Board approved the September 2019 meeting minutes. In addition, upon motion by Director Langowski and seconded by Director Ramsey, the Board approved the October 2019 Board meeting minutes.

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Nicklow the Board approved the November 2019 checks for payment. **See Attached Schedule of Monthly Checks Paid for November 2019.**

#### **Engineer's Report**

None.

#### **Citizen Forum**

None.

## **Attorney's Report**

### *Resolution 2019-04 – Cross Connection and Back Flow Controls*

At the October 8, 2019 board meeting the Board approved updating the District Rules and Regulations as it pertained to Cross Connection and Back Flow Controls, Mr. Scheurer had President Weisenborn sign the resolution and Ms. Holder signed as the Secretary. The Rules and Regulations will be updated accordingly.

### *Water Resume*

Mr. Scheurer reviewed the water resume for the month and there was nothing noted that affected Brook Forest Water District.

### *November 2019 Election*

The election was held on November 5, 2019 and measure 6A regarding the Gallagher Amendment passed with 191 for and 109 against the measure for a total of 300 votes.

### *2020 Budget Public Hearing*

2020 Budget public hearing opened and the Board discussed revenue and expense line items that need to be adjusted for the final 2020 budget which will be adopted at the December 2019 board meeting. The public hearing for the 2020 budget will continue to the December 2019 board meeting.

### *2020 Rate Increase Public Hearing*

After discussion by the Board of service charges, tap fees, late fees and title transfer fees, upon motion by Director Nicklow and Seconded by Director Sears, the Board approved a \$2,000 rate increase for the District Water Tap fees to \$17,000, this will go into effect as of 1/1/2020.

## **Maintenance Report**

Mr. Monard informed the Board of the following regarding maintenance and operations:

1. On Friday, November 8, 2019 a property on Lodgepole tapped into the district water main, one more additional property will be tapping into the main between now and April 2020.
2. Mr. Monard reported to the board regarding the use of the new jackhammer that was purchased a month earlier, it is working very well and allowing him to get two feet down to the valves very quickly. Mr. Monard submitted the cost of the jackhammer to the SDA for a \$1200 reimbursement from an SDA Safety Grant, the funds were paid to the District very quickly. Great program through the SDA to be able to purchase equipment.

## **Administration Report**

The following were discussed regarding the District's current Administration:

1. The Board discussed Mr. Larry Eidlen's property, a/c number 396, EHF2, Block 8 Lot 4, as it relates to the distance from the main and Mr. Eidlen's concerns. Ms. Holder will follow up with documentation to be sent to Larry and the Board.

2. Ms. Holder discussed the 2020 Board Meeting schedule and meeting place with the Board for preparation of resolution to be passed at the December 2019 board meeting.
3. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.

### **Reports from the Board**

Director Langowski asked Mr. Monard if water testing was done in a specific area of the District, Mr. Monard let Director Langowski know that there is a specific list of houses that have to be tested, the annual water quality control report is also on the district website for all to view.

President Weisenborn discussed the fact that Colorado is in the national news due to TABOR, discussion followed.

### **Comments from the Floor**

None.

### **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 10, 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, Treasurer

\_\_\_\_\_  
Alice Sears, Director

## RECORD OF PROCEEDINGS

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

December 10, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director  
Alice Sears, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Sears, the Board approved the November 2019 meeting minutes.

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Langowski the Board approved the December 2019 checks for payment. **See Attached Schedule of Monthly Checks Paid for December 2019.**

#### **Engineer's Report**

None.

#### **Citizen Forum**

None.

## **Attorney's Report**

*Resolution 2019-05 – Rules and Regulations Rate Increase – Tap Fees will increase to \$17,000 as of 1/1/2020*

At the November 12, 2019 board meeting the Board approved a rate increase for tap fees by \$2,000 to a new rate of \$17,000 per tap. Mr. Scheurer had President Weisenborn sign the resolution and Ms. Holder signed as the Secretary. The Rules and Regulations will be updated accordingly.

### *Water Resume*

Mr. Scheurer reviewed the water resume for the month, he will follow up with Mr. Alan Leak regarding one of the items that could possibly affect Brook Forest Water District, with regard to Red Rocks Country Club – Soda Creek, Bear Creek and Mountain Mutual.

### *2020 Budget Public Hearing*

2020 Budget public hearing re-opened from the November 2019 Board meeting. The Board continued discussions regarding revenue and expense line items that need to be adjusted for the final 2020 budget, mainly employee health insurance and the purchase of a new maintenance vehicle for District operations. Ms. Holder, prior to the Board meeting, provided the Board members with an analysis for possible health insurance plans for the upcoming year, in be included in the 2020 budget. Ms. Holder put an estimated amount into the 2020 budget for employee health insurance, the amount will be further discussed at the January 2020 board meeting.

### *2020 Budget – Resolutions 2019-07, 2019-08, 2019-09 and 2019-10*

After the public hearing was closed on the 2020 Budget, upon motion of Director Langowski and seconded by Director Nicklow, the Board approved the 2020 Budget. The mill levy will be certified to Jefferson County by Friday, December 13, 2019.

### *2020 Meeting location & Time - Resolution 2019-06*

Upon motion of Director Langowski and seconded by Director Nicklow, the Board approved the 2020 meeting location, date and time. The notice will be posted on the District website and posting locations through the District.

### *New Maintenance Truck*

After discussion by the Board, upon motion of Director Langowski and seconded by Director Nicklow, the Board approved the purchase of a new maintenance vehicle for the District. The purchase price is not to exceed \$28,000 plus the cost of licensing.

## **Maintenance Report**

Mr. Monard informed the Board of the following regarding maintenance and operations:

1. Water sampling is currently being completed and is due to the state later in December 2019. The control box at well 2 needs to be replaced.

## **Administration Report**

The following were discussed regarding the District's current Administration:

1. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.
2. Newsletter items were discussed, Ms. Holder will prepare the Newsletter for the 1<sup>st</sup> Quarter 2020 and send to the board for review prior to mailing invoices out at the end of the month.
3. W-2s will be issued to the board in the beginning of January 2020.

## **Reports from the Board**

Director Langowski asked that Board packet reports go out earlier in the month for review prior to the board meetings.

## **Comments from the Floor**

None.

## **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:26 p.m.

The next regular Board meeting will be held on Tuesday, January 14, 2020 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, Treasurer

---

Alice Sears, Director