

RECORD OF PROCEEDINGS

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

January 12, 2016, 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 7:16 pm.

Attendees:

Board Members

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

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

Approval of Director Absence

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

Approval of Minutes

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

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for January 2016.**

Engineer's Report

Water Line Replacement Project

District Engineer, Jessie Nolle updated the Board on the progress of the design phase of the project. The plans are almost wrapped up with a few modifications. The project will be advertised the week after the January 2016 Board meeting for contractors to submit bids. Bid opening will be February 15, 2016. Jessie to draft letter to be sent out to customers alerting them of the project and service disruption.

Attorney's Report

- **Customers with Large Outstanding Balances**

Board discussed options on how best to get paid on accounts that have been outstanding for over four years and are only vacant lots (can't turn off water service). Options include the foreclosure process and certifying customer accounts with Jefferson County (done in November of each year). Board discussed specifically account numbers 19 (D. Graves) and accounts 20 and 21 (Ear Nose and Throat EPP). It was decided that a letter would be sent to each property owner to either make payment or we will certify a tax lien on your property with the county and possibly begin the foreclose process if payment is not received.

- **Elections – May 2016**

Attorney Scheurer discussed with the that two of the Board members, Director Langowski and Director Ramsey are up for election in May 2016, he provided the Directors with self-nomination forms. The Board members then approved the following resolutions with regard to the election:

- **Resolution 2016-01 – Resolution to Hold Election to Elect Directors on May 3, 2016**
- **Resolution 2016-02 – Resolution Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election**

The Board approved the above resolutions, upon motion of Director Pellegrini and seconded by Director Nicklow.

- **Email Policy**

As required by State Statute, each District should have an Email Policy. Attorney Scheurer prepared an email policy for the Board's review. This policy which was discussed at the December 2015 Board meeting will be discussed at the February 2016 board meeting. No action taken.

Maintenance Report

Dominic updated the Board on current maintenance and repairs within the District. No main breaks since the December 2015 meeting. Dominic is currently in the process of updating the New Construction sheet and finishing up Lead and Copper reporting to the State.

Administration Report

Nickie discussed with the Board the following items:

1. W-2's for District employees will be sent out in the next couple of weeks, so if there are any discrepancies, please let Nickie know.
2. Year End Compliance with the County offices, DOLA and SDA have been completed.

3. Payroll – currently being done manually, is the Board interested in going with QuickBooks Payroll? Yes, Nickie will set up going forward.

Reports from the Board

No reports from the Board.

Adjournment

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

The next regular Board meeting will be held on Tuesday, February 9, 2016 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

February 9, 2016, 7:00 p.m.
Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

The meeting was called to order by Treasurer Ilse Ramsey at 7:06 pm.

Attendees:

Board Members

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

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

Approval of Director Absence

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

Approval of Minutes

The Board approved the minutes from the January 12, 2016 Board Meeting upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Pellegrini and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for February 2016.**

Engineer's Report

No Report

Attorney's Report

- **Elections – May 2016**
Attorney Scheurer updated the Board with the election calendar, at this point there isn't anything that needs to be taken care of with regard to the election process.

- **Email Policy**

As two Board members were absent, the Email Policy discussion and resolution will be tabled until the March 2016 Board meeting.

- **Water Resume**

Nothing in January effecting Brook Forest Water District.

Maintenance Report

Dominic updated the Board on the installation of the new pump at Well #6 and the main break that had taken place since the last board meeting on Forest Estates Road.

Administration Report

Nickie discussed with the Board the following items:

1. Outstanding customer account balances.
2. Customer requests with regard to late fees waived (Mr. Wallen – passed away 1/10/16) and water service changed to RTS from Water fees while house is being re-built (Mr. Haupin).
3. Payroll – almost finish with setting up automatically through QB's.

Reports from the Board

No reports from the Board.

Adjournment

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

The next regular Board meeting will be held on Tuesday, March 8, 2016 at 7:00pm at Church of the Hills (Room 104) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

March 8, 2016, 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 7:01 pm.

Attendees:

Board Members

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

Other attendees: Mr. Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc., and Ms. Jesse Noelle of Respec, District Engineers.

Approval of Minutes

The Board approved the minutes from the February 9, 2016 Board Meeting upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for March 2016.**

Engineer's Report

Ms. Noelle discussed with the Board the contractors who submitted bids for the Forest Estates Water Replacement Line project. Ms. Noelle passed out a detailed spreadsheet to the Board with each of the contractors who submitted a bid, into a detail breakdown by cost category. Board discussed the costs between the bidders and asked Ms. Noelle several questions related to such costs. No further action was taken. Further discussions will take place at the March 29, 2016 board meeting.

Attorney's Report

- **Elections – May 2016**

Attorney Scheurer updated the Board that there were two open Board seats and two submitted a self-nomination form for the election, thus the election was cancelled and Ilse and Tony will remain on the board.

- **Debra Graves**

Ms. Graves has not contacted the Board since a letter was sent to her regarding her outstanding balance and notice that as of May 1, 2016 a resolution is to be passed and her balance will be certified to Jefferson County in November 2016, in order for the balance owed to be collected through property taxes.

- **Email Policy**

Email Policy discussion and resolution will be tabled until the May 2016 Board meeting.

- **Water Resume**

Mr. Scheurer continues to review any water cases that may affect the water augmentation plan of Brook Forest Water District. Currently there may be cases through the North Fork Association and Mountain Mutual Water that may affect Turkey and Bear Creeks.

Maintenance Report

Ms. Holder reported, in Dominic's absence that Craig, Mike and Russ with Crystal Clear have been calling every day with a status on the District's maintenance and/or any issues that may arise. No issues to report.

Administration Report

Nickie discussed with the Board the following items:

1. Outstanding customer account balances – a list was provided to the Board for review
2. State Revolving Fund loan – a meeting will be held on March 21st to be attended by Nickie, Bill and Ilse to discuss options going forward.
3. Payroll – Dominic's paycheck has been adjusted for the \$200 month benefit, it is now being taxed.
4. 2015 Audit – audit has been finished and will be presented at the next board meeting.
5. Envelopes will be re-purchased (preprinted with BFWD).

Reports from the Board

No reports from the Board.

Adjournment

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

The next regular Board meeting will be held on Tuesday, March 29, 2016 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 29, 2016, 7:00 p.m.

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

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

Attendees:

Board Members

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

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

Approval of Minutes

The Board reviewed the minutes from the March 8, 2016 Board meeting, they will be approved at the May 2016 Board meeting.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for March 2016.**

2015 Audit

Mr. Wright presented the 2015 audit to the Board. He reviewed the audit with the Board and discussed certain written communications that were required to be provided to the Board. A few adjustments were made to the District accounting for the audit. Mr. Wright commended the Board for their efforts in cleaning up the outstanding customer accounts.

The Board approved the 2015 Audit upon motion of Director Nicklow and seconded by Director Ramsey.

Engineer's Report

No report – No District engineer present.

Attorney’s Report

Mr. Scheurer discussed with the Board their possible options regarding obtaining funding for future projects in the District. The Board has to get approval from the District voters first in November 2016 to enter into any future multi-year debt. Possible options would be a loan or bonds. Mr. Scheurer is going to invite an investment banker to the May 2016 Board meeting to discuss options with the District. Mr. Scheurer passed out a handout to the Board regarding TABOR for the Directors to review and discuss at the May 2016 Board meeting.

As the current project went out to bid without available funding; Mr. Scheurer along with President Weisenborn will draft a letter to be sent to the contractors to let them know that project at this time has no funding and will be re-bid in 2017 when the District has secured funds. Once the letter has been drafted and agreed upon by the Board, Ms. Holder will forward to the contractors.

Maintenance Report

Mr. Monard updated the Board on the current maintenance and repairs of the District.

Administration Report

Ms. Holder discussed the 2nd Quarter Newsletter topics and customer billings with the Board.

Reports from the Board

No reports from the Board.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:40 p.m.

The next regular Board meeting will be held on Tuesday, May 10, 2016 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 10, 2016, 7:03 p.m.

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

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

Attendees:

Board Members

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

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

Approval of Minutes

The Board reviewed the minutes from the March 8 and 29, 2016 Board meetings. Board approved the minutes upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for May 2016.**

Engineer's Report

No report – No District engineer present.

Attorney's Report

Oath of Office

Mr. Scheurer gave the oath of office to Director's Langowski and Ramsey.

Water Resume

No water resume for the month of April.

County Lien Certifications

Board approved a resolution to add language to customer account liens with Jefferson County to include a \$175 fee to be charged to the customer plus any known and unknown costs attributed to the cost of filing a lien with the County. Resolution was approved upon motion of Director Pellegrini and seconded by Director Langowski.

Maintenance Report

Mr. Monard updated the Board on the current maintenance and repairs of the District.

Administration Report

Ms. Holder updated to Board on the current outstanding customer account balances.

Reports from the Board

No reports from the Board.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:41 p.m.

The next regular Board meeting will be held on Tuesday, May 10, 2016 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 14, 2016, 7:00 p.m.

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

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

Attendees:

Board Members

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

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

Approval of Minutes

The Board reviewed the minutes from the May 10, 2016 Board meetings. Board approved the minutes upon motion of Director Pellegrini and seconded by Director Langowski.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for June 2016.**

Engineer's Report

No report – No District engineer present.

Citizen Forum

Mr. Eidlen and the Board discussed total properties that are owned by Mr. Eidlen and whether or not they are correctly being charged the \$60 readiness to serve fee or not. Mr. Dick Scheurer, District Attorney, will follow up on the current contracts in place and we will discuss at the July Board meeting.

Mr. Eidlen left the meeting at 7:45 p.m.

Attorney's Report

Debra Graves

Mr. Scheurer let the Board know that the District would certify Ms. Graves current balance plus fees to the county as agreed by the Board via a letter send to Ms. Graves earlier in the year. Board approves certifying \$2,197.96 of Ms. Graves current outstanding balance by passing **Resolution 2016-03**, upon motion by Director Langowski and seconded by Director Pellegrini. All Board members in favor.

Mr. Bob Bowen

Mr. Scheurer discussed with the Board his telephone conversation with Mr. Bowen, he has two lots in the District and a third with a well, he would like to include the 3rd property into the District. If he wishes to do so he will have to abandon the well. His lots will be verified and then a decision will be made by the Board on Mr. Bowen's request.

IGA Combined Election w/County

Mr. Scheurer discussed with the Board that in November the District would want to be included in the November election with the County. A form will be coming in the mail in this regard, Ms. Holder will keep an eye out of the form.

Maintenance Report

Mr. Monard updated the Board on the current maintenance and repairs of the District.

Administration Report

Ms. Holder updated to Board on the current outstanding customer account balances and the profit and loss report for the District through May 2016.

Reports from the Board

No reports from the Board.

Adjournment

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

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

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

July 12, 2016, 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 7:08 pm.

Attendees:

Board Members

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

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

Approval of Minutes

The Board reviewed the minutes from the June 14, 2016 Board meetings. Board approved the minutes upon motion of Director Ramsey and seconded by Director Nicklow.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for July 2016.**

Engineer's Report

No report – No District engineer present.

Citizen Forum

No report

Attorney's Report

Debra Graves

Resolution 2016-03, which was approved by the Board at the June 2016 meeting, was updated and signed by the Board President and Secretary.

Mr. Larry Eidlen

Mr. Eidlen attended the June 2016 meeting to discuss his Readiness-to-serve lots with the Board, as he feels that he is being charged for an incorrect amount of lots. Mr. Scheurer has been reviewing documents between the District and the Eidlen's to determine what the correct number should be. Ms. Holder will search through the District files to see if she can find an executed copy of agreements which were signed during 2000, Ms. Holder will review prior Board minutes from 2000. May 9, 2000 was when Mr. Eidlen put in a line extension to his properties, this will be the timeframe of documents needed.

IGA Combined Election w/County

Mr. Scheurer discussed with the Board that in November the District would want to be included in the November election with the County. A form will be coming in the mail in this regard, Ms. Holder will keep an eye out of the form. The form is due to the County July 29, 2016, a resolution will need to be passed by that date as well.

Water Cases

Mr. Scheurer is currently keeping an eye on and reviewing any water cases that could potentially affect the District water rights.

Maintenance Report

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

- Jefferson County has cleaned out valves they filled with dirt during road repair work within the District.
- Sampling of the District's water supply will begin in August.
- The District is in line for a State Sanitary Survey which will determine what needs to be done to bring the water tanks into compliance.
- The Capital Improvement Plan (CIP List) is being updated by Mr. Monard in order to get a better idea of what the District's immediate and future needs are with regard to capital improvements, as the District moves forward with obtaining funding for projects to be completed in 2017

Attached are the Monthly Operations Summary Reports

Administration Report

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

- The 3rd Quarter Newsletter has been mailed out along with invoices and the Newsletter can be found on the District's website under the "Publications" icon
- 2nd Quarter payroll reports will be signed by Director Ramsey, Treasurer, tonight and then mailed out.
- Ms. Holder has been in communication with both Mr. Paul Young of CDPHE and Mr. Joe McConnell of DOLA with regard to what forms need to be completed and the timing of when the information needs to be submitted in order for the District to be able to filing a loan application by the October 15, 2016 deadline. The District will have to submit the 2016 Project Eligibility form by Friday, July 29, 2016 in order for their water line replacement project to be included on the eligibility list.

- Ms. Holder let the Board know that she will be setting up the District on auto-pay with Xcel Energy (a District vendor) so that no more late payment fees will be incurred.

Reports from the Board

Director Pellegrini suggested that after reviewing prior year's minutes, that going forward the District minutes reflect more detail as to what is being discussed at the Board meetings. Specifically, the maintenance reports. Ms. Holder will include additional detail going forward.

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, August 9, 2016 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

July 26, 2016, 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 7:08 pm.

Attendees:

Board Members

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

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

Approval of Director Absence

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

County Joint Election, Cash Flow and Capital Improvement Plan

The Board discussed the District's current cash flow position, current budget to actual financial details and whether or not the District would financially be able to make principal and interest payments on a \$750,000 loan needed in order to replace water lines within the District that are in need of replacement due to excessive main breaks and being installed incorrectly.

The Board reviewed the Capital Improvement Plan that Mr. Monard prepared in order to decide what projects would be possibly paid for with the \$750,000 loan, if approved.

Upon motion made by Director Nicklow and seconded by Director Langowski, the Board approved **Resolution 2016-04**, a resolution to Hold Election on November 8, 2016 for the purpose of Authorizing Multi-Year Debt. This election will be held as a joint election with Jefferson County.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:30 p.m.

The next regular Board meeting will be held on Tuesday, August 9, 2016 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

August 9, 2016, 7:00 p.m.

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

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

Attendees:

Board Members

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

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

Director Attendance

Board approved the absence of Director Nicklow, upon motion of Director Langowski and seconded by Director Ramsey.

Approval of Minutes

The Board reviewed the minutes from the July 12 and 26, 2016 Board meetings. Board approved the minutes, with changes proposed by Director Ramsey, upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Pellegrini and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for August 2016.**

Engineer's Report

No report – No District engineer present.

Citizen Forum

Ms. Debra Graves, District property owner, addressed the Board with regard to her current outstanding balance. At the July 12, 2016 Board meeting, the Board passed Resolution 2016-03, certifying her balance with the County. Current amount to be sent to county is \$2,197.00. Ms. Graves asked the Board if they would remove all of her late fees and she would then just pay the balance that she owes in Readiness-to-serve fees, up to \$1,500. After discussion, it was determined by the Board that Ms. Graves' late fees would not be dismissed as they have not received a payment in five years from Ms. Graves (until August 2016 – for her \$60, 3rd quarter 2016 payment). Ms. Graves had contacted the District Administrator on several occasions and the Board had discussed that no fees would be dismissed and letters had been mailed to Ms. Graves to notify her, most recent letter had been sent to Ms. Grave in January 2016. Ms. Graves left the Board meeting at 8:00 pm.

Attorney's Report

IGA Combined Election w/County

Mr. Scheurer discussed with the Board the next steps with regard to the joint election with the county in November 2016. Board approved Bill Weisenborn, Board President, to sign IGA with Jefferson County with regard to the election so it may be to the Jeffco Clerk and Record no later than August 30, 2016, upon motion of Director Pellegrini and seconded by Director Langowski.

The next step for the November election is to certify the ballot content with Jefferson County by September 9, 2016. Over the next couple of weeks the Board and Ms. Holder will work on the wording to be approved by the Board.

Mr. Larry Eidlen

Mr. Eidlen attended the June 2016 meeting to discuss his Readiness-to-serve lots with the Board, as he feels that he is being charged for an incorrect amount of lots. Mr. Scheurer reviewed his current files he has with regard to contracts that exist between Mr. Eidlen and the District. In addition, Ms. Holder reviewed the minutes from 2000 to locate any additional information that might be helpful in determining if Mr. Eidlen has been over charged. At this time the Board has agreed to have Ms. Holder prepare a letter to Mr. Eidlen to ask him to help us determine how many lots he thinks he should be charged for and why hasn't the discrepancy been taken care of in prior years.

Robert Bowen

Prior to Mr. Bowen passing away in July 2016, he and Mr. Scheurer had been in discussion with regard to his property in the District. He has three properties, one he needs to purchase a tap on. It needs to be sorted out whether he should be charge one or two service charges or Readiness-to-serve fees, this will be worked out between Mr. Scheurer, Ms. Holder and Mr. Monard.

Water Cases

Mr. Scheurer is currently keeping an eye on and reviewing any water cases that could potentially affect the District water rights.

Maintenance Report

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

- Annual sampling of the District's water supply has commenced. Haa5's and Tthm's sampling completed.
- There is currently quite a few locates that are being done throughout the District
- Mr. Monard is in the process of cleaning up parts of the District and clearing some tree limbs and brush as well as weed eating around the well houses. The Stevenson dam will have to be addressed in the future due to pine tree saplings started to grow on the dam face.
- The District is currently in pretty good shape.

Attached are the Monthly Operations Summary Reports

Administration Report

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

- A prospective resident has asked if the \$15,000 tap fee could be paid for over a period of time as opposed to all at once. The Board discussed the possibility of payments being paid over a period of time, however the total due would have to be paid in full prior to the water being turned on. No decision was made by the Board at this time. Discussion to be continued.
- Delinquent accounts – 65 customer accounts were unpaid for the 3rd quarter as of 7/31/16 and they will be sent a \$20 late fee.
- Ms. Holder has been in communication with both Mr. Paul Young of CDPHE and Mr. Joe McConnell of DOLA with regard to what forms need to be completed and the timing of when the information needs to be submitted in order for the District to be able to filing a loan application by the October 15, 2016 deadline. Mr. Young suggested that the District apply for the EMIAF Grant as well, the application deadline is September 6, 2016. Ms. Holder will complete for the Board's review in time for the September 6, 2016 deadline.

Reports from the Board

Director Pellegrini let the Board know that he will miss the September and October board meetings due to travel plans. He will return and be at the November board meeting.

Adjournment

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

The next regular Board meeting will be held on Tuesday, September 13, 2016 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

August 30, 2016, 7:00 p.m.

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

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

Attendees:

Board Members

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

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

SPECIAL MEETING

Discuss and Approve Ballot Question for November 8, 2016 Election

Board discussed the proposed ballot language as presented by Dick Sheurer, District Attorney. After discussion, the Board approved **Resolution 2016-05 – Adoption of Tabor Ballot Language for the November 2016 Coordinated Election**, upon motion by Director Langowski and seconded by Director Pellegrini.

Special meeting ended at 8:06

REGULAR MEETING

Approval of Minutes

The Board reviewed the minutes from the August 8, 2016 Board meetings. Board approved the minutes, upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Pellegrini and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for September 2016.**

Engineer's Report

No report – No District engineer present.

Attorney's Report

Water Cases

Mr. Scheurer is currently keeping an eye on and reviewing any water cases that could potentially affect the District water rights. No cases that currently affect the District.

November Election – Pros/Cons Statement

Mr. Scheurer will put a draft together from what he receives from the Board and then email it to the Board for review and approval. The Statement has to be sent to Jefferson County by mid-September.

Maintenance Report

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

- There is currently quite a few locates that are being done throughout the District
- Mr. Monard is in the process of cleaning up parts of the District and clearing some tree limbs and brush as well as weed eating around the well houses. The Stevenson dam will have to be addressed in the future due to pine tree saplings started to grow on the dam face.
- Mr. Monard informed the Board the State will be conducting a Sanitary Survey in mid-September.
- The District is currently in pretty good shape.

Administration Report

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

- Ms. Holder informed the Board that any bills that are received in the first couple of weeks of September will be prepared and brought up to the Board for signature.
- Project Needs Assessment form will be submitted to the CDPHE by September 9th as part of the loan process.
- Customer accounts were discussed as to who is currently outstanding, a customer aging report was distributed to the Board for review and questions.
- Ms. Holder discussed sending letter to Mr. Larry Eidlen regarding additional files located in storage unit. Mr. Scheurer agreed a letter should be sent along with 4th quarter invoice.

Reports from the Board

Director Pellegrini let the Board know that he will miss the September and October board meetings due to travel plans. He will return and be at the November board meeting.

District also discussed letter regarding "no parking" by Maxwell Falls.

Adjournment

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

The next regular Board meeting will be held on Tuesday, October 11, 2016 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 11, 2016, 7:00 p.m.

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

The meeting was called to order by President Bill Weisenborn at 7:02 pm.

Attendees:

Board Members

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

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

Director Attendance

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

Approval of Minutes

The minutes for the August 30, 2016 and October 11, 2016 board meetings will be approved at the November 8, 2016 meeting.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for September and October 2016.**

Engineer's Report

No report – No District engineer present.

Attorney's Report

Water Cases

Mr. Scheurer let the Board know that there have been quite a few water applications, but not that affect the District in August or September. He will continue to keep an eye on any new water applications.

Debra Graves' Property

It has come to the attention of Mr. Scheurer that per the Assessor's office Ms. Graves' property is listed as "Unbuildable", the District has passed a resolution in May 2016 to certify her balance with Jefferson County by the beginning of November. Does the "Unbuildable" term mean that her property should not be charge a readiness-to-serve fee and therefore pull the resolution and not certify her balance? Mr. Scheurer will discuss with the Jefferson County Zoning and Planning Department and let the Board know what he finds out via email, so that they may make a final determination.

Delinquent Accounts – Lewis/Alarid

After discussion, upon motion of Director Langowski and seconded by Director Nicklow, the Board passed **Resolution 2016-06 – Certification of Delinquent Account to County Treasurer**. Mr. Lewis currently owes \$1,756.50 and Mr. Alarid owes \$1,565.15.

Election

Board discussed that they have received positive feedback from their neighbors regarding the information that was sent out to the residents regarding the November 8 Tabor ballot issue to be allowed to enter into multi-year debt. At this time the water rates will not be raised.

Maintenance Report

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

- There was a water main break on Matterhorn and the it was quickly taken care of.
- The Sanitary Survey was wrapped up by the State Inspector and Mr. Monard – a lot has changed on the reporting end of water operations, more paperwork in the future. The District can expect a formal letter from the State outlining exactly what is required to bring the District into compliance.

Administration Report

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

- Evergreen Fire Department Resolution – to support their ballot issue, Mr. Scheurer will look into it to see if BFWD would be in any violation by passing a resolution.
- The District is currently in the review process for the PNA (Project Needs Assessment) form. Ms. Holder is about done with the SHPO memo to the Preservation Officer and the loan application is in the process of being completed. The design work on the remaining project pieces needs to be completed.

Reports from the Board

The Board discussed their current Engineering firm that they work with and the need to possibly interview other firms to better meet their needs for the possible upcoming projects. Director Langowski and Director Weisenborn will meet with prospective firms and report to the Board.

In addition, the Board also discussed future paving projects to be done by Jefferson County.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:00 p.m.

The next regular Board meeting will be held on Tuesday, November 8, 2016 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

Absent

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Absent

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

November 8, 2016, 7:00 p.m.

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

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

Attendees:

Board Members

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

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

Approval of Minutes

The Board reviewed the minutes from August 30, 2016 and October 11, 2016 Board meetings. Board approved the minutes, upon motion of Director Langowski and seconded by Director Ramsey.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for November 2016.**

Engineer's Report

Mr. David Borcharding of EV Studio came to discuss the design work that he completed on the proposed line replacement project. Mr. Borcharding answered questions from the Board members regarding his designs for Forest Estates Phase II, Brook Forest Drive, Brook Forest Road and Timber Trail Road. The plans will be done and ready to submit to the State by November 15, 2016.

The Board thanked Mr. Borcharding for his design work and he left the meeting at 7:40pm.

Once Mr. Borcharding left, the Board engaged in discussion regarding using EV Studio engineers going forward as the District engineers rather than Respec Consulting for their projects. They would like to keep Mr. Alan Leak as their Water Rights engineer as he has been with the District for many years and is a great asset to have. Director Weisenborn will discuss with Mr. Alan Leak

their discussion and see if he would like to still work with the District going forward in a changed role.

Attorney's Report

2017 Budget Public Hearing

The public hearing will be continued at the November 17, 2016 continuation meeting.

32410 Aspen Meadow Drive (Nobler)

The Board discussed a request by a customer to build a shed on their property which is to include hot and cold running water. After discussion by the Board, they determined that the property owner is to provide the Board with their required plan for the project that they have or will be submitting to the county for approval. Section 3.02 B of the Independent Connections section of the District Rules and Regulations (which can be found on the District website) states the following: "Where a parcel of land has more than one separate building thereon, a service line from the main dwelling unit may be extended to any other building only upon such terms and conditions as shall be approved by the Board."

34688 Forest Estates Road (Mandell)

The customer at 34688 Forest Estates Road contacted the District to confirm who is responsible for a stop box. As we are starting to get close to winter, the customer is concerned as their neighbor at 34788 has a stop box that is on the Mandell's property. The responsibility of the line from the stop box to the resident's home is the responsibility of the home owner, in this case, the line from the stop box to the customer's house at 34788 would be the responsibility of the home owner, not the Mandell's at 34688 Forest Estates Road. Mr. Scheurer will contact the Mandell's via email and let them know of our policy at that they are not responsible for their neighbors stop box or the line that is their neighbors even which is on their property.

Maintenance Report

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

- There was a water main break on Timber Ridge Road that occurred on a Friday and was taken care of the following Saturday morning, service was interrupted overnight.
- The letter was received by the State regarding the Sanitary Survey that had been previously completed by Mr. Monard. There were 7 significant deficiencies that the District must take care of or object to. The District has 120 days to respond. The deficiencies ranged from needing additional mesh on the water tanks to replacing the well cap on well #2 and need to seal cracks in the treatment chlorine room. Mr. Monard will finish completing the updates and then send the letter to the state.
- The county has been replacing culverts along Forest Estates Road, the work is almost complete.
- New cell phone – Mr. Monard purchased a new cell phone, which now has more functions than the old flip phone. The service will hopefully be better with Verizon Wireless, Mr. Monard will now also be able to take pictures when he is in the field if necessary.
- See attached Mr. Monard's Operator reports for August, September and October are attached.

Administration Report

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

- Late fees went out at the beginning of November to customers, 70 were sent out.
- Loan application - upon review of the PNA by CDPHE (Paul) the PNA needs to be updated to include in the executive summary detail about the tank retrofitting. Do we take the tanks out and pay for that out of District operating funds? Ms. Holder will email Paul Young at CDPHE to discuss taking out tanks from the project to see if that would be ok to move the PNA review along.
- 3 accounts (Graves, Lewis and Alarid) have been moved from customer billing and now are to be received from the County through property tax revenues.

Reports from the Board

No reports from the Board.

Adjournment

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

The next regular Board meeting will be held on Tuesday, December 13, 2016 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

November 17, 2016, 7:00 p.m.
Church of the Hills – 28628 Buffalo Park Road, Evergreen, CO 80439

Meeting continued from Tuesday, November 8, 2016

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

Attendees:

Board Members

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

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

Public Hearing for the Water Line Replacement Project

The public hearing for the water line replacement project was opened pursuant to the notice published in the Canyon Courier on October 19, 2016. No public comment was given so the hearing was closed.

Public Hearing for the 2017 Budget

Continued from Tuesday, November 8, 2016

The public hearing for the 2017 budget was continued from November 8, 2016. No public comment was given so the hearing was closed.

At this time Ms. Holder updated the Board on the status of the loan application and let them know that the review of the PNA is taking longer than originally anticipated and the loan application will either be submitted in January 2017 or not until August 2017. The PNA is being delayed due to the environmental review of the project. The District was hoping to receive a categorical exclusion, excluding the project from undergoing additional environmental review due to the nature of the project. A segment of the project, Little Cub Road to South Brook Forest Road, would cause the project to have to go through the environmental review process and add an additional 3 to 6 months onto the application timeline. After discussion, the Board would like further clarification from CDPHE as to why this segment of road would not give the project the categorical exclusion. Could it be the length? Could it be that it run by Chicken Creek? Should this section remain on the drawing but be taken out of the project so we could get the exclusion?

Ms. Holder will email Paul Young at CDPHE for further clarification and to determine how the Board would like to proceed.

With the timeline of the project changing, the original amounts for principal and interest to be paid on a new loan were taken out of the 2017 budget, likewise, the original expense for capital expenditures of \$250,000 was also taken out of the 2017 budget. Does the board want to add any capital expenditures for the 2017 calendar year, that are not to do with the proposed projects? After discussion, it was determined that \$90,000 would be added to the 2017 budget. \$60,000 for any work that needs to be done to the tanks, \$20,000 for the Stevenson Dam operations and an additional \$10,000 to be spent on the line by tank 5 to possibly extend it.

With no further changes, Ms. Holder and Mr. Scheurer presented the following resolutions:

2016-07 A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Brook Forest Water District for the Calendar Year Beginning on and First Day of January, 2016 and Ending on the Last Day of December, 2016

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

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

2016-10 2015 Fund Transfers

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

Accounts Payable

Upon motion of Director Langowski and seconded by Director Pellegrini the Board approved payment of check to EV Studio for the design work done on the waterline replacement project, total amount of the check was \$7,262.50.

Engineering Contract

Mr. Borcharding from EV Studio, provided the Board a standard contract for the Board's review and approval. After discussion, the Board decided that the contract should be project specific. Upon motion of Director Langowski and seconded by Director Pellegrini, the Board approved giving President Weisenborn the authorization to sign the contract for engineering services with EV Studio. Note that the Board would still like to do business with Mr. Alan Leak with Respec Consulting with regard to water rights and water accounting for the District.

Adjournment

The next regular Board meeting will be held on Tuesday, December 13, 2016 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director

RECORD OF PROCEEDINGS

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

December 13, 2016, 7:00 p.m.

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

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

Attendees:

Board Members

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

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

Director Attendance

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

Approval of Minutes

The minutes for the November 8, 2016 and November 17, 2016 board meetings will be approved at the December 8, 2016 meeting, with changes to be made by Ms. Holder, to include notes that the meeting on November 17, 2016 was a continuation meeting.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for December 2016.**

Engineer's Report

President Weisenborn discussed his telephone discussion with Mr. Alan Leake, he will be working for at least ten years and will be happy to continue his consulting relationship with the District as the Water Engineer. The District will use EV Studios as their field engineer.

Attorney's Report

Resolution 2016-11 – Designation of Meeting Place for All Meetings Held During the Year 2017 and Establishment of the Posting Place of the 24-Hour Agenda Notice

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

Water Cases

Mr. Scheurer let the Board know he is waiting to hear back from Mr. Alan Leake regarding a couple of water cases and will follow up with him before the end of the year. Director Langowski asked Mr. Scheurer a couple questions regarding the Ball Water Cases which appear on Mr. Scheurer's invoices.

Maintenance Report

President Weisenborn presented Dominic with a \$500 bonus check for his hard work during the year along with a Thank You letter from the Board.

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

- There was a water main break on Timber Ridge as well as a valve that needed to be replaced in tank 2. These repairs were done quickly and the water outages were kept to a minimum for residence.
- The Sanitary Survey was wrapped up by the State Inspector and Mr. Monard has completed the responses to the letter issued by the State with the deficiencies. All 7 deficiencies have been fixed. The letter will be mailed to the State by the end of the week.
- Mr. Monard let the Board know that he had been releasing water from the dam as there has been a call on the river for 0.8 acre feet of water to be released by the State. Mr. Monard also discussed fixing the flume on the dam to put in levels.

Administration Report

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

- Budget amendment for the 2016 budget will be put in the newspaper and then will occur at the February 2017 meeting.
- Mr. Scott Wright provided the District with his audit engagement letter for the 2016 audit, fee stayed the same at \$4,500. Upon motion of Director Pellegrini and Seconded by Director Ramsey, the Board approved the 2016 audit engagement letter.
- The current Accounts Receivable aging report was discussed and presented to the Board. Three customers' aging accounts have been sent to the county for collection through property taxes and have been taken off the aging list.
- Newsletter will go out with January 2017 invoices, Ms. Holder discussed some ideas for the letter and asked the Board for some suggestions.
- Mr. Monard's health insurance was also discussed and Director Langowski suggested calling CEBT to see what plans and pricing they offer.

Reports from the Board

The current status of the loan process was discussed, at this point the District is waiting on a response from the State, Dominic is to provide the information regarding the abandoned line to ideally eliminate the need for an environmental assessment.

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, January 10, 2017 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director