

RECORD OF PROCEEDINGS

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

January 12, 2021 7:00 p.m.
Via ZOOM Video/Telephone Conference

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
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Dick Scheurer of Scheurer and Associates, 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 Nicklow, the Board approved the December 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the January 2021 checks for payment. **See Attached Schedule of Monthly Checks Paid for January 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

No new items on the water resume for the month. The two Statements of Opposition that the District has discussed in previous months are being handled by attorney Scheurer and Alan Leak.

Stopbox at 7237 South Aspen Meadow Drive

No new information has been received from the owners at 7237 South Aspen Meadow Drive with regard to replacement of their stopbox. D. Monard will draft a letter as follow up from the October 2020 board meeting minutes which were provided to the owners. Attorney Scheurer will review prior to sending out.

Maintenance Report

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

1. Quote from Applied Ingenuity – A quote was received for repair work to be done on well 2, located inside the well house. In addition, Mr. Monard recommends that the district purchase two heaters for inside the well house. Upon motion by Director Langowski and seconded by Director Nicklow Board approved Well 2 repairs and purchase of 2 heaters with an amount not to exceed \$2,000, one heater for the transfer station and one for well house. The heaters will be hard wired not plug in.
2. Finished releases on the dam, they have been going on all winter, with the last release we may not have to do any for a couple of months.
3. Sanitary Survey – the State finished their sanitary survey. As part of the Drinking Water Sanitary Survey, the district was required to send a letter out to all residents in the beginning of January 2021 regarding a violation for the testing of cross connections that occurred in 2017 and 2018. This violation was addressed in 2019.
4. Mr. Monard has been training with EV Studio staff on the district's operations, as a backup for when Mr. Monard is out of town or on vacation.
5. It was noted in the monthly operations report that the Brook forest Inn is using a lot of water. Mr. Monard explained that business has picked up, the owners have been renting out the inn for parties.
6. Brook Forest Drive Water Line – Mr. Monard, along with Alan Leak (RESPEC) and Brian Welch (EV Studio) have been reviewing the water line on Brook Forest Drive to determine the best course of action with regard to replacement. Discussions are in the early phase, but possibilities would be a new line and turn the valves off.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. 2020 Audit – The audit will begin in February 2021.
2. W-2s and 1099s will be mailed out later this month.

Reports from the Board

The board is hoping to have Mr. Monard take time off on the weekends once a month in order to have EV Studio regularly be used as a backup and get familiar with district operations.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:39 p.m.

The next regular Board meeting will be held on Tuesday, February 9, 2021 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

February 9, 2021 7:00 p.m.
Via ZOOM Video/Telephone Conference

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
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Dick Scheurer of Scheurer and Associates, 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 Ramsey, the Board approved the January 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the February 9, 2021 checks for payment. **See Attached Schedule of Monthly Checks Paid for February 9, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

No new items on the water resume for the month. The two Statements of Opposition that the District has discussed in previous months are being handled by attorney Scheurer and Alan Leak.

Stopbox at 7237 South Aspen Meadow Drive

No new information has been received from the owners at 7237 South Aspen Meadow Drive regarding replacement of their stopbox. Mr. Monard will draft a letter as follow up from the October 2020 board meeting minutes which were provided to the owners. Attorney Scheurer will review prior to sending out.

Maintenance Report

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

1. Brook Forest Drive Water Line – Mr. Monard, along with Alan Leak (RESPEC) and Brian Welch (EV Studio) continue to discuss plans for the water line on Brook Forest Drive.
2. Mr. Monard will be sitting for the Operators exam for his C license on February 27, due to new State requirements.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. 2020 Audit – The audit will begin in February 2021. Audit bank letters will be prepared and sent to Director Nicklow (Treasurer) for signature.
2. Website is in the process of being updated.

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 7:29 p.m.

The next regular Board meeting will be held on Tuesday, March 9, 2021 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

March 9, 2021 7:00 p.m.

Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Dick Scheurer of Scheurer and Associates, Ms. Nickie Holder of NMHolder Financial, Inc. and Brian Welch of EV Studio (Brian left at 7:53pm)

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Bruce and seconded by Director Ramsey, the Board approved the February 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the March 9, 2021 checks for payment. **See Attached Schedule of Monthly Checks Paid for March 9, 2021.**

Engineer's Report

Mr. Welch joined the meeting to discuss Fire Suppression Policy for the District. Fire regulations are changing, new build homes that are built in the district but are a certain distance away from the fire department will need to install a fire suppression system in their home. This will include a sprinkler system in the home and possible water tank. Mr. Scheurer will review the District's augmentation plan to see if the district's water system can accommodate the needs of these new homes during a fire emergency. At this point, a new build homeowner will need to plan for a separate system from the District's water supply.

Citizen Forum

None.

Attorney's Report

Water Resume

February 2021 water resume has not been published yet; Mr. Scheurer will update the board at the April board meeting.

Maintenance Report

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

1. Main break occurred on the west side of the district that dropped the level in tank 4, turned out to be a frozen and broken air relief valve.
2. Mr. Monard had to reschedule the Operators exam for his C license due to a service line break repair on the east side of the district, he will take the exam later this month, per State requirements.
3. Mr. Monard has emailed Jefferson County to follow up as to a time frame when they may be paving Forest Estates Road in 2021.
4. A control box was vandalized on Forest Estates Road.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. Newsletter – 2nd Quarter will be drafted this month for board review. Topics for the newsletter will include, fire mitigation, late fees and shut off notices, as well as curb stop information. Board to send Ms. Holder items for newsletter. Director Schlaebitz suggested having the information where to access the District Rules and Regulations in the newsletter.
2. Website is in the process of being updated.

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 8:15 p.m.

The next regular Board meeting will be held on Tuesday, April 13, 2021 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

April 13, 2021 7:00 p.m.
Via ZOOM Video/Telephone Conference

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
Ted Schlaebitz, Director

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

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Schlaebitz and seconded by Director Nicklow, the Board approved the March 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Nicklow the Board approved the April 13, 2021 checks for payment. **See Attached Schedule of Monthly Checks Paid for April 13, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

Nothing to report on the February 2021 Water Resume.

Fire Suppression Policy

As a follow up from the March 2021 board meeting, Mr. Scheurer reviewed the district's Water Augmentation Plan to verify if it would allow the district to provide for fire suppression services under the plan. Per the plan the district is restricted to serving 439 equivalent residential units and 1 commercial unit, limited to 137 acre feet per annum. This is equivalent to 80 gallons per tap per day for 3.5 residents. Moving forward, until the district can get a clear answer from the State Engineers Office on what would be allowed for fire suppression services, the district needs to be careful as to how it proceeds. The district cannot make a commitment to any resident within the district regarding fire suppression services for water. A resident could install a cistern if they choose. Every gal we pump for fire suppression it is a gal not available to the residents. No action taken.

Maintenance Report

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

1. Busy month, 3 main breaks (Timber Trail, Little Cub Road and Timber Ridge Road), brought in quite a bit of materials, ground was a bit frozen. Ordered clamps from Kepner.
2. Dom took exam and passed. Tougher than expected.
3. Back to training with Brian – service lines tying in and a well to get rid of and tie into the district water supply over the next month or so.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. Website has been updated.
2. Transfer of funds – upon motion of Director Schlaebitz and seconded by Director Ramsey the Board approved a bank transfer of \$25,000 from the Colotrust savings account to the district checking account.
3. Facebook group has over 60 members and email addresses continue to be provided to the district for invoice/newsletter mailing. About half of the invoices that are sent out each quarter are emailed, saving the district on printing, supplies and postage.

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 7:30 p.m.

The next regular Board meeting will be held on Tuesday, May 11, 2021 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

May 11, 2021, 7:00 p.m.

Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Dick Scheurer of Scheurer and Associates, 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 Schlaebitz, the Board approved the April 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the May 11, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for May 11, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

After review of the water resume for the month, Mr. Scheurer reported to the board that there are two items that he will follow up with and discuss with Alan Leak of RESPEC. One item on the water resume is from the Richie Family Living Trust/Sodon Family Trust, they are asking for 5

shares from the tributary to Cub Creek for a property that has a single family home, auxiliary dwelling, in addition the shares would be used for horse use and fire protection. Mr. Scheurer will discuss with Alan Leak and if he feels it is necessary, he will move forward with filing a Statement of Opposition on the district's behalf. Upon motion of Director Nicklow and seconded by Director Langowski, the Board approves filing a Statement of Opposition if needed.

Fire Suppression Policy

Mr. Scheurer reported to the board that the next step is to follow up with Jefferson County to find out what they are looking for regarding fire suppression for those houses that are outside the range of the fire departments coverage area. No action taken.

Maintenance Report

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

1. Inspection of all three tanks have been completed, the hatch lids have been re-sealed.
2. Since the last newsletter, stopbox inspections have gone up via customer requests.
3. Locates are picking up, currently there is a service line being installed which needed line locates.
4. Lead and copper testing is currently taking place.
5. Well 4 and 6 locks – locks which are locked at the wells are wearing down and need to be replaced. Mr. Monard would like to have a locksmith come out and replace the locks and ensure that all the locks have the same key. Upon motion of Director Nicklow and seconded by Director Langowski, the Board approved the purchase of new locks to be installed for an amount not to exceed \$1,000.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. Website has been updated, working on getting the district's new logo on the website. Ms. Holder will send file to Director Schlaebitz to assist with reduction of file size of the logo.
2. Ms. Holder will contact Church of the Hills in Evergreen to find out if they are currently allowing in person meetings at their facilities.
3. Going forward, Ms. Holder will take the "waiting room" feature off ZOOM meeting for all participants to come into the meeting prior to the start time.

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 7:38 p.m.

The next regular Board meeting will be held on Tuesday, June 8, 2021, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

June 8, 2021, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:01 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Dick Scheurer of Scheurer and Associates, 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 Langowski, the Board approved the May 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Nicklow the Board approved the June 8, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for June 8, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

After review of the water resume for the month, Mr. Scheurer reported to the board that there are two items that he continues to follow up on. The Evergreen Metropolitan water case is set to have a status conference on June 24, 2021, Mr. Scheurer will follow up with the board at the July board

meeting. The second case on the resume that Mr. Scheurer is following is the Richie Family Living Trust/Sodon Family Trust, they are asking for 5 shares from the tributary to Cub Creek for a property that has a single family home, auxiliary dwelling, in addition the shares would be used for horse use and fire protection. Mr. Scheurer has discussed this case with Alan Leak, after review of the case Mr. Leak does not feel like the district needs to be concerned with this case on the water resume.

Maintenance Report

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

1. During the month there were several residents that Mr. Monard assisted. A service line was replaced at a residence on Lodgepole (1' line with including a sprinkler system) and a resident on Brook Forest Road needed assistance with a leaking valve and ceased up stopbox.
2. A third resident is in the design phase of installing a service line to a garage on his property. The plans need to be provided to the district for review.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. 3rd Quarter Newsletter will be sent out at the beginning of July, any suggestions to be included into the newsletter should be sent to Ms. Holder by June 30, 2021.
2. The annual water quality report will be submitted to CDPHE water portal online once the report is reviewed by Mr. Monard and the board.

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 7:38 p.m.

The next regular Board meeting will be held on Tuesday, July 13, 2021, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

July 13, 2021, 7:00 p.m.
Via ZOOM Video/Telephone Conference

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
Ted Schlaebitz, Director

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

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Ramsey and seconded by Director Nicklow, the Board approved the June 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the July 13, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for July 13, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

No new entries on the water resume for the month of June 2021 that would be of interest to the district. During his prior month report, Mr. Scheurer discussed a couple of water cases that he has been watching, but nothing new on either the Evergreen Metropolitan District case or the Richie

Family Living Trust/Sodon Family Trust. There is a status conference set for the Evergreen Metropolitan District case for September 2021. Mr. Scheurer will keep the board updated as to the case as it progresses.

Maintenance Report

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

1. Locates have increase from both the power company and Brook Forest residents.
2. Mr. Monard ran locates for Jefferson County due to the destruction of a culvert on Forest Estates Road due to heavy rains in the area. The county ripped out the damaged culvert and will place a permanent fix for the culvert once the county engineer has reviewed the area and determines what the necessary repairs are needed.
3. The property at 7645 Brook Forest Lane completed the tie-in to the district's water main, prior to connecting to the district's water main, the property was being serviced by a well on the property. Once tied in the owner had to complete the process to abandon the well.
4. Outside watering has increased around the district due to the hot weather. Mr. Monard informed residents of the district's rules and regulations regarding outside watering, including a resident that had recently installed an above the ground swimming pool on their property.
5. Customers continue to contact Mr. Monard for Stopbox assistance now that the weather continues to be good.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. The 2020 audit is in the process of being completed, if the audit is not completed by the annual deadline by the State of July 31, 2021, the board agreed that an extension of time to file the audit should be requested. The audit will then be reviewed and approved at the August 10, 2021.

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 7:32 p.m.

The next regular Board meeting will be held on Tuesday, August 10, 2021, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

August 10, 2021, 7:00 p.m.
Via ZOOM Video/Telephone Conference

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
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Dick Scheurer of Scheurer and Associates, 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 Ramsey, the Board approved the July 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Nicklow the Board approved the August 10, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for August 10, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

No new entries on the water resume for the month of July 2021 that would be of interest to the district. During his prior month report, Mr. Scheurer discussed a couple of water cases that he has been watching, but nothing new on either the Evergreen Metropolitan District case or the Richie

Family Living Trust/Sodon Family Trust. There is a status conference set for the Evergreen Metropolitan District case for September 2021. Mr. Scheurer will keep the board updated as to the case as it progresses.

Maintenance Report

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

1. Locates have increase from both the power company and Brook Forest residents.
2. Mr. Monard informed the board that Jefferson County will be up in the district over the next week and will be assisting Mr. Monard with the use of their vac truck to clean out the valve boxes.
3. Lead and copper testing have been done and the results were excellent.
4. Mr. Monard assisted with the tie in job on Brook Forest Road for a resident, including pumping and cleaning out the meter pit

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. The 2020 audit is in the process of being completed, Ms. Holder submitted the audit extension of time to the State Auditor's office, the audit will be due by September 30, 2021. Ms. Holder will follow up with Scott Wright for an audit draft to forward to the board for approval.

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 7:19 p.m.

The next regular Board meeting will be held on Tuesday, September 14, 2021, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

September 14, 2021, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:01 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: 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 Ramsey, the Board approved the August 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Ramsey the Board approved the September 14, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for September 14, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Mr. Scheurer was absent from the board meeting. He will update the board at the October meeting with any water resume items.

Maintenance Report

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

1. Jefferson County will be in the district over the course of the next 4 to 6 weeks as they replace the culvert that was damaged earlier in the summer due to heavy rain. The County has asked for a temporary easement from the district for this project, the paperwork will be forwarded to the board, Mr. Scheurer, and EV Studio for review before proceeding.
2. A resident on Lodgepole drive contacted Mr. Monard regarding a water tank that was originally tank #1 but has since been abandoned. The resident wanted to find out if he could remove the tank. In addition, there is a buried vault off Lodgepole Drive that will need to have orange cones placed over it for those walking by to be aware that it is there, this is a safety precaution.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. After discussion of the 2020 financial statement audit, upon motion by Director Langowski and seconded by Director Schlaebitz, the 2020 financial statement audit was approved. Ms. Holder will submit a final copy to the State.
2. At the October board meeting the board will discuss the draft of the 2022 budget, the budget needs to be presented to the board prior to the October 15th per State budget law.
3. 4th quarter invoices and newsletter will be going out in October; Ms. Holder will send the 4th quarter newsletter of the year to the board for review and approval.

Reports from the Board

Director Langowski discussed with the board that a resident inquired about possibly purchasing a piece of land around the dam from the district. The district is not selling any land at this time.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:36 p.m.

The next regular Board meeting will be held on Tuesday, October 12, 2021, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

October 12, 2021, 7:00 p.m.

Via ZOOM Video/Telephone Conference

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
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, 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, upon motion by Director Langowski and seconded by Director Ramsey, the Board approved the September 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the October 12, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for October 12, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Mr. Scheurer informed the board that he would be retiring at the end of 2021. He will work with the board to find a new attorney for the district in order for a smooth transition between himself and the new counsel.

Maintenance Report

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

1. Jefferson County culvert job has been completed. BFWD main was 10 foot deep, exposed after the main was located, insulation was put over the top of the main and then exposed, the depth of the main was documented. The main was then recovered with foam and blue board after casing pipe and rock. The gap between the main and the culvert was approximately 4 foot.
2. New tap was to be install on Timber Trail, but due to contractor being too busy to complete the job, likely to be installed in 2022.
3. TTHMS and HAA5s (disinfection biproducts) sampling completed, and all results are good.
4. 3rd quarter tank inspection completed, no major issues.
5. Abandoned Tank 1 inspected upon owner's request, owner wants to use tank for own purpose.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. 2020 Audit – The 2020 audit was approved at the September board meeting and filed with the State Auditor's office by the deadline.
2. 2022 Draft Budget – The 2022 draft budget was presented to the board and reviewed for the November 2021 public hearing. Additional changes will be made to the budget over the next month in preparation for final approval.

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 8:35 p.m.

The next regular Board meeting will be held on Tuesday, November 9, 2021, 7:00 p.m.

Respectfully submitted,
Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

November 9, 2021, 7:00 p.m.
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:01 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, 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, upon motion by Director Langowski and seconded by Director Ramsey, the Board approved the October 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Ramsey the Board approved the November 9, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for November 9, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Rights Case: The district has signed off on the stipulation for the Evergreen Metro case, therefore the district is out of it the case.

Attorney Proposals: Mr. Scheurer provided the board with resumes of new legal counsel for the board's review. This meeting will be continued to Thursday, November 11, 2021 at 7pm, Ms.

Holder will post the continued meeting notice on the district's website. Mr. Scheurer will provide the district with one more additional attorney for review by the board prior to making a final decision.

Maintenance Report

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

1. 2022 Quotes and estimates – Mr. Monard contacted several vendors for estimates on 2022 maintenance and repairs items as well as testing and capital projects.
2. Pre-winter valves are being covered.
3. Maintenance truck has been taken in for service and an oil change. The tires are no longer under warranty. Mr. Monard will look for quotes on tires, Dominic to purchase. DJM to

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. 2022 Budget Public Hearing – After further discussion of the draft budget, the board held a public hearing on the 2022 Budget. No public attended the meeting. Upon motion of Director Langowski and seconded by Director Nicklow, the board approved the 2022 Budget resolutions, which will be signed by President Weisenborn.

Reports from the Board

None.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting ended at 8:05pm and will be continued to Thursday, November 11, 2021 at 7:00 p.m.

The next regular Board meeting will be held on Tuesday, December 14, 2021, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

November 11, 2021, 7:00 p.m.
Continued meeting from November 9, 2021
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:01 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc.

Legal Counsel

At the end of 2021 Mr. Scheurer will be retiring and the board will need to contract with new legal counsel for services going forward. The board met to discuss the criteria for interviewing new legal counsel. After reviewing the attorney resumes the board decided to interview two firms, Murray Dahl Beers & Renaud, LLP and Coaty Marchant Woods, P.C. Directors Langowski and Schlaebitz will follow up on references for the firms and let the other board members know their findings.

Reports From the Board

The board discussed Mr. Monard's compensation for 2022, after discussion, upon motion of Director Langowski and seconded by Director Schlaebitz, the board approved to increase Mr. Monard's salary by 3% in 2022.

Adjournment

There being no further business to come before the Board, the meeting ended at 7:35 pm.

A special meeting will be held on Monday, November 15, 2021 at 7:00 p.m.

The next regular Board meeting will be held on Tuesday, December 14, 2021, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

November 15, 2021, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:30 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc. and Dylan Woods and John Coaty of Coaty Marchant Woods, P.C.

Legal Counsel

President Weisenborn provided background information of the district for Mr. Woods and Mr. Coaty. Mr. Woods provided the board with information about their firm. Questions were asked by both parties. The board will make a decision regarding their choice for new legal counsel and inform the candidates prior to the December 2021 board meeting.

Adjournment

There being no further business to come before the Board, the meeting ended at 8:10 pm.

This special meeting will be continued to Tuesday, November 16, 2021 at 7:00 p.m.

The next regular Board meeting will be held on Tuesday, December 14, 2021, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

November 16, 2021, 7:00 p.m.

Continued from November 15, 2021

Via ZOOM Video/Telephone Conference

The meeting was called to order by Vice President Langowski at 7:30 pm.

Attendees:

Board Members

Bill Weisenborn, President - **Absent**

Tony Langowski, Vice President

Bruce Nicklow, Treasurer

Ilse Ramsey, Director

Ted Schlaebitz, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc. and Joseph Rivera of Murray Dahl Beers & Renaud LLP.

Upon motion by Director Langowski and seconded by Director Nicklow, the board approved the absence of President Weisenborn.

Legal Counsel

Vice President Langowski provided background information of the district for Mr. Rivera. Mr. Rivera provided the board with information about his firm and himself. Questions were asked by both parties.

The board discussed their thoughts on the two candidates that were interviewed. Director Langowski will discuss tonight's meeting with President Weisenborn and then an offer will be made to the district's new legal counsel.

Adjournment

There being no further business to come before the Board, the meeting ended at 7:50 pm.

The next regular Board meeting will be held on Tuesday, December 14, 2021, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

December 14, 2021, 7:00 p.m.
Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, 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, upon motion by Director Ramsey and seconded by Director Schlaebitz, the Board approved the November 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Ramsey the Board approved the December 14, 2021, checks for payment. **See Attached Schedule of Monthly Checks Paid for December 14, 2021.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Rights Case: Mr. Scheurer will update the board by the end of December if there are any water resume cases that will impact the district. Mr. Scheurer will discuss any open cases with Ms. Marchant of Coaty Marchant Woods, the district's new legal counsel as of January 1, 2022.

Attorney Transition: At the end of 2021 Mr. Scheurer will retire, he let the board know that he has all files ready to transfer to Coaty Marchant Woods, the districts new legal counsel, and will make the transition prior to the end of the year. Mr. Scheurer will be available for questions in January 2022 if necessary.

Maintenance Report

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

1. 2022 Capital Projects – there are two budgeted main line replacement projects set to be completed in 2022, Mr. Monard informed the board that he has been working with Brian Welch of EV Studios and the survey for these two projects will begin prior to the end of 2021.
2. Little Cub Road Main Break – over the past month there was a main break on Little Cub Road, the water was shut down on Saturday and was restored on Monday afternoon once contractor was available to repair the break. Total water loss was approximately 5,000 gallons.
3. Well 4 - continues to shut down, Mr. Monard had a tech come out to look at transformers to determine why the shutdown continues to occur.
4. Well 6 Road Sign – a resident drove through the well 6 road sign and near by rocks due to icy road conditions. Mr. Monard will be talking with Jeffco Road and Bridge to find out if a guard rail/barrier can be put up by well 6 to protect well 6.

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. 2022 Meeting Place and Dates – Upon motion by Director Langowski and seconded by Director Nicklow, the board approved to continue meeting on the second Tuesday of each month at 7pm via conference call.
2. 2021 Audit – Upon motion by Director Ramsey and seconded by Director Schlaebitz, the board approved the 2021 audit engagement letter to have Scott Wright perform the 2021 audit for the district.

Reports from the Board

The board discussed the recent main break and possibly keeping a stock of water containers on hand for residents to use. In addition, the board discussed Mr. Monard's time off in 2022.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting ended at 7:36 pm.

The next regular Board meeting will be held on Tuesday, January 11, 2022, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director