

RECORD OF PROCEEDINGS

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

April 9, 2019 7:00 p.m.

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

The meeting was called to order by President Bill Weisenborn at 7:10 pm.

Attendees:

Board Members

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

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

Approval of Minutes

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

Accounts Payable

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

Engineer's Report

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

Citizen Forum

None.

Attorney's Report

Water Resume

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

Paving of District Roads

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

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

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

Gallagher Amendment

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

New Board Member

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

Maintenance Report

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

Administration Report

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

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

Reports from the Board

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

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

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

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

Comments from the Floor

None.

Adjournment

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

The next regular Board meeting will be held on Tuesday, May 14, 2019 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439.

Respectfully submitted,

Nickie Holder

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Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Director 5, Vacant