

RECORD OF PROCEEDINGS

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

January 14, 2020 7:00 p.m.

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

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

Attendees:

Board Members

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

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

Approval of Absences

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

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Nicklow the Board approved the January 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for January 2020.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Resolution 2020-01 – Call for Election & Designated Director of Elections (DEO)

Upon Motion of Director Sears and seconded by Director Ramsey, the Board approved the call for the May 5, 2020 election and appointed Ms. Holder as the Director of Elections. Call for nominations will be posted in the local newspaper by the deadline set by the Department of Local Affairs and self-nomination forms will be made available.

Water Resume

Mr. Scheurer reviewed the water resume for the month, there is one item that may affect the District water rights and Mr. Scheurer has been in discussions with Mr. Alan Leak as to the next steps to take by the District. The item is in regard to Upper Bear Creek, Evergreen Metro and Hidden Valley. Evergreen Metro would like to change its shares in the Harman Ditch with Hidden Valley. Upon motion by Director Ramsey and seconded by Director Sears, the Board approved Mr. Scheurer to authorize Alan Leak to file an opposition in this case.

Maintenance Report

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

1. Main break on Lodgepole – there was a main break in the District today and Colorado Underground was called to assist with locating the main break. It will be repaired by Jim Noble Inc.
2. Backflow Prevention – the new owners of the Brook Forest Inn are dragging their feet with updating the backflow prevention system. Dominic will follow up with letter to the new owner. Discussion about possibly turning their water off if they don't comply followed. No action taken.
3. 2019 sampling was finished by the deadline in December 2019.
4. Mr. Monard let the Board know that he left a message with ORC Water Professionals with regard to backing him up when out of town. Will follow up next meeting with an update.

Administration Report

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

1. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.
2. Two follow up items from December 2019 Board meeting: purchase of a District Operator truck and employee health insurance. **Health Insurance** - Ms. Holder provided the Board with two proposals for health insurance. After discussion by the Board and Mr. Monard followed. The Board approved the employee health insurance at the December 2019, it was agreed that the Board would go with the Kaiser Health Insurance Plan. Ms. Holder

will follow up with Plan Administrator and get the health insurance set up going forward. **Truck Purchase** – Mr. Monard provided the Board with information on the cost of a truck after the December 2019 Board meeting for review. The Board discussed different options regarding the truck purchase with regard to truck size, gasoline, insurance and the cost of the truck. The Board approved \$28,000 plus the cost of licensing for the 2020 budget. Upon motion by Director Ramsey and seconded by Director Sears, the Board approved the purchase of a 2019 Chevrolet 2500 XC 4WD, total cost per the invoice, including fees is \$30,885.74.

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 8:06 p.m.

The next regular Board meeting will be held on Tuesday, February 11, 2020 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Absent (Excused) _____
Tony Langowski, Vice President

Bruce Nicklow, Treasurer

Ilse Ramsey, Director

Alice Sears, Director

RECORD OF PROCEEDINGS

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

February 11, 2020 7:00 p.m.

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

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

Attendees:

Board Members

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

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

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Sears and seconded by Director Ramsey, the Board approved the January 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Sears the Board approved the January 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for February 2020.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

At the January 2020 Board meeting Mr. Scheurer made the board aware of one item on the water resume that may affect the District water rights, Mr. Scheurer has been in discussions with Mr. Alan Leak as to the next steps to take by the District. The item is in regard to Upper Bear Creek, Evergreen Metro and Hidden Valley. Evergreen Metro would like to change its shares in the Harman Ditch with Hidden Valley. In January 2020 the Board gave approval for Mr. Scheurer to authorize Alan Leak to file an opposition in this case. The statement of opposition has been since filed and Mr. Scheurer will give an update to the Board as new information on the case comes up.

May 2020 Election

Self-Nomination forms are due by February 28, 2020, newspaper publication for a Call for Nominations will be published by February 20, 2020 (N. Holder will coordinate the publication).

Maintenance Report

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

1. Main break on Lodgepole – Mr. Monard followed up with the Board on the outcome of the main break. One resident called the District office and then sent an email regarding possible damage to his property (Zizic) due to water running down his driveway due to the main break. After discussion the Board decided that they needed more information from the resident with regard to pictures of the property and an invoice for the repair. N. Holder to follow up with the resident via email to request additional information.
2. County Paving – Mr. Monard purchased the street valve risers for the upcoming paving job on Forest Estates Road.
3. Well Radio Nuclides testing – Wells 4 and 6 came back clean and waiting on well number 2.
4. Mr. Monard let the Board know that he left a message with ORC Water Professionals with regard to backing him up when out of town. Mr. Monard will follow up with ORC to get contract in place for when he is out of town.
5. Dam Releases – currently no releases being made. Mr. Monard is working with Respec for any releases in the future.

Administration Report

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

1. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.
2. 2020 Audit – Upon motion of Director Nicklow and seconded by Director Langowski the Board approved the engagement letter for the 2020 audit as provided by Scott Wright.

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 8:24 p.m.

The next regular Board meeting will be held on Tuesday, March 10, 7:00 p.m. at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Alice Sears, Director

RECORD OF PROCEEDINGS

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

March 10, 2020 7:00 p.m.

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

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

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer (**absent**)
Ilse Ramsey, Director (**via phone**)
Alice Sears, Director

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

Approval of Absences

Upon motion of Director Sears and seconded by Director Ramsey the Board approved the absence of Director Bruce Nicklow.

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Sears and seconded by Director Ramsey, the Board approved the February 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Sears the Board approved the March 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for March 2020.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

A Statement of Opposition was filed in the Evergreen Metropolitan case, Mr. Scheurer will follow up the board at the April 2020 meeting as to the status, it will have to take its course through the court system.

May 2020 Election – Resolution 2020-02

No additional candidates submitted Self-Nomination forms other than the current directors, therefore the May 2020 election was cancelled with the passing of Resolution 2020-02 upon motion of Director Langowski and seconded by Director Ramsey (N. Holder will coordinate the cancellation publication in the newspaper).

Brook Forest Inn

Mr. Scheurer and Mr. Monard have been discussing the approach to take with regard to requiring the Brook Forest Inn to install a pressure release valve (PRV), the owner is dragging his feet.

Maintenance Report

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

1. New Contractor – Mr. Monard has been trying to get a new contractor in place when he goes on vacation, to cover the District. He has been talking with ORC Water Professionals, he has not heard back and will follow up in at the April 2020 board meeting.
2. Vacuum Truck – Mr. Monard is in the process of getting 4 quotes to purchase a vacuum truck.
3. Habitat House – the owner is going forward with building on the property – will have to purchase a tap.
4. Possible leak – resident called Mr. Monard and thought there was a frozen pipe in their home, but it was just a drip.

Administration Report

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

1. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.
2. 2020 Audit – Audit will start the end of March 2020, N. Holder to follow up with the Board in April 2020 as to the status of the audit.
3. 2nd Quarter Newsletter – N. Holder to draft and send to Directors for review, will go out with the 2nd quarter invoices at end of month.
4. Signage for new truck – N. Holder will follow up with Evergreen Signs to get an estimate for signage for the new truck and follow up with Board at the April 2020 meeting.
5. Health Insurance – currently working with CEBT to get insurance wrapped up and in place.

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 7:26 p.m.

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

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer (**Absent**)

Alice Sears, Director

RECORD OF PROCEEDINGS

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

April 14, 2020 7:00 p.m.
Via Telephone Conference

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

Attendees:

Board Members

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

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

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Nicklow and seconded by Director Ramsey, the Board approved the March 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Sears the Board approved the April 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for April 2020.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

Mr. Scheurer received a notice for a status conference call that will be taking place on May 1, 2020 regarding the Opposition statement to the Evergreen Metro District water case. After the meeting he will have a better understanding of what the issues are. The meeting will take place via

telephone or ZOOM. Mr. Scheurer will follow up at May 2020 meeting regarding the case. Mr. Scheurer offered to provide more information to EMD as to why BFWD is filing an opposition to the case.

Nothing additional to report on the Water Resume for the month.

Oaths of Office

Oaths of office will be given at the May meeting, possibly not until the June 2020 meeting depending on when the Stay at Home order is lifted.

Brook Forest Inn

The owner has had the PRV's (pressure release valves) installed, the installation has not been confirmed by BFWD – Dominic to follow up. If owner is not in compliance with the installation, the Board has approved a 10 day shut off notice to be sent, if non-compliance continues after the 10 days are up water will be shut off to the property.

Maintenance Report

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

1. Tank inspections – done for the second quarter – minor work was need to be done to the hatch seals and the O flows.
2. Dam releases – D. Monard noticed that trees have been growing over and need to be cut – next time releases cut down the tree branches.
3. Leadville was cancelled – training for D. Monard. Set up online classes to renew license – local company. T. Langowski will give D. Monard a website that is free for training.
4. Wilson's on Lodgepole – called today - have not paid the tap fee, are looking to get connected to the system and wanted to set up a time. Need to pay tap fee before any work is done.
5. Wilson's on Timber Ridge - the owner would like a final inspection – D. Monard will coordinate with the property owner.

Administration Report

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

1. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.
2. 2020 Audit – Audit is in process, N. Holder to follow up with the Board in April 2020 as to the status of the audit.
3. Signage for new truck – N. Holder will follow up with Evergreen Signs to get an estimate for signage for the new truck and follow up with Board at the April 2020 meeting.
4. Transfer from Colotrust to BOW – \$35,000 – upon motion of Director Langowski and seconded by Director Sears, Board approved bank transfer. In addition, Director Nicklow will also setup the wire transfer for the May 2020 debt service payment (approved as part of the April 2020 payables).
5. Larry Eidlen Properties – there have been 3 properties sold since last board meeting.

6. \$11k was received by Jeffco in April 2020.
7. N. Holder will setup new email District email for D. Monard – Operator@brookforestwater.org.

Reports from the Board

ZOOM will be used going forward, the upgraded accounts where an annual fee has to be paid has heightened security now.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:31 p.m.

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

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Alice Sears, Director

RECORD OF PROCEEDINGS

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

May 12, 2020 7:00 p.m.
Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

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

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

Oath of Office/Officers Voted

Oath of Office

Directors Langowski, Sears and Ramsey were sworn in after the May 5, 2020 election. Each director will sign their Oath of Office and forward to President Weisenborn to sign. The signed Oaths will be submitted to DOLA by Attorney Scheurer.

Officers Nominated

Director Langowski nominate Director Weisenborn to remain president and for Director Nicklow to remain Treasurer. Director Sears nominated Director Langowski to remain the Vice President, all Board members were in favor.

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Nicklow, the Board approved the April 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Langowski the Board approved the April 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for May 2020.**

Engineer's Report

None.

Citizen Forum

President Weisenborn asked how the meeting was published to the public. N. Holder let President Weisenborn know that it was posted on the District website as it had been in the prior month for anyone who wanted to attend.

Attorney's Report

Water Resume

Water case with Evergreen Metropolitan District – there was a status conference that took place since the last District Board meeting. The next status conference is set to take place on September 30, 2020. Between now and then Mr. Scheurer should receive a draft of the proposed decree to review with Mr. Alan Leak (Respec). When additional information is made available regarding this case, Mr. Scheurer will update the Board.

Oaths of Office

Oaths of office will be filed by the deadline of June 5, 2020.

Maintenance Report

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

1. Wilson's on Timber Ridge are now connected to the main line and the water is on. Interior plumbing has been completed. Wilson's on Lodgepole have paid their tap fee and a meeting has been setup in the next couple of weeks with the contractor to set the tap.
2. Locates are slowly picking up.
3. Brook Forest Inn has completed their Backflow preventor (RPZ) install, waiting on test paperwork.
4. Tank maintenance completed for quarter. Replaced vent mesh and hatch seals.
5. Dominic is in the process of getting his online continuing education through the SDA website, he is about half done with credits.

Administration Report

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

1. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.
2. 2020 Audit – Audit is in process, N. Holder followed up with auditor, no status update.
3. Signage for new truck – N. Holder talked with Evergreen Signs; they gave an estimate of about \$65-\$70 for a pair of signs for the new truck. Dominic to send over his business card with the once upon a time logo of the District.

4. Larry Eidlen Properties – there has been an additional property sold since last board meeting.
5. \$29k was received by Jeffco in April 2020.

Reports from the Board

Directors Weisenborn and Langowski wanted to make sure Dominic had found a backup operator so that he can make sure he takes time off. Dominic mentioned he has not but found one, but N. Holder will forward the name of a new company for Dominic to contact.

Director Sears has put her house on the market and will be resigning from the board in the next month or so once her house sells.

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 9, 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

Alice Sears, Director

RECORD OF PROCEEDINGS

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

June 9, 2020 7:00 p.m.

Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

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

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

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Ramsey, the Board approved the May 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Sears the Board approved the June 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for June 2020.**

Engineer's Report

None.

Citizen Forum

President Weisenborn asked how the meeting was published to the public. N. Holder let President Weisenborn know that it was posted on the District website as it had been in the prior month for anyone who wanted to attend.

Attorney's Report

Water Resume

Mountain Mutual Reservoir Company has filed to amend their water augmentation plan in Jefferson County. Mr. Scheurer will follow up with the board regarding this item at the July 2020 board meeting.

Maintenance Report

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

1. Wilson's on Lodgepole are now connected to the main line and the water is on. Interior plumbing has been completed. Wilson's on Lodgepole have paid their tap fee and a meeting has been setup in the next couple of weeks with the contractor to set the tap.
2. Dominic has completed 80% of his continuing education – he is done for the next three years.
3. Valve survey is to begin this month.
4. Dominic followed up with a former customer to figure out if a contractor (Shirley Septic) who had done some work on his septic tank damaged the bollards around the fire hydrant. Dominic will continue communication with Shirley Septic and inform the board at the July board meeting.

Administration Report

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

1. Ms. Holder discussed the current financial health of the district with the board, including the current cash balances and interest rate currently being earned by the District.
2. 2020 Audit – Audit is in process, N. Holder followed up with auditor, no status update.
3. Signage for new truck – N. Holder will work with Evergreen signs to get magnetic signs for the maintenance truck.
4. July invoices and newsletter along with the CCR will go out at the end of the month. N. Holder to prepare the newsletter and send to the board for review.

Reports from the Board

Will ZOOM meetings continue? When are in person meetings going to begin? N. Holder to contact Church of the Hills to find out if they have opened their meetings rooms.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:35 p.m.

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

Alice Sears, Director

RECORD OF PROCEEDINGS

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

July 14, 2020 7:00 p.m.
Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

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

Other attendees: Mr. 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 Ramsey and seconded by Director Langowski, the Board approved the June 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Ramsey the Board approved the July 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for July 2020.**

Engineer's Report

None.

Citizen Forum

None

Attorney's Report

President Weisenborn to follow up with Mr. Scheurer regarding any legal updates that need to be acted upon prior to the August 2020 meeting.

Maintenance Report

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

1. Sampling- completed lead and copper sampling, dropped letters off to residents, results from these samples were good. Disinfection byproducts testing was recently dropped off at lab, still waiting for results. 2020 Sampling period has been completed
2. Valve work with county – Mr. Monard marked all the valves for the county to do road work. One valve was hit and the County will bring vacuum truck up to clean out the valve area.
3. Continuing education has been completed for Mr. Monard.
4. Shirley Septic – At the prior month meeting Mr. Monard discussed with the Board that that the bollards around the fire hydrant on Piny Point had been damaged. Mr. Monard has since contacted the contractor thought to have done the damage. Mr. Monard is waiting for a call back. In the meantime, he will get a quote to have the bollards fixed by a district contractor and then bill Shirley Septic once Mr. Monard can confirm they were the company that did the damage.
5. Consumption – Mr. Monard pointed out that the average monthly consumption the District is averaging approximately 185k more consumption per month. Board discussed that COVID-19 may be a factor since people are staying home more.
6. District Logo signs were complete and on the District maintenance truck.
7. Started a bit of clean up with the weeds around the district, wells and pump house.

Administration Report

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

1. 2019 Audit – Upon motion by Director Nicklow and seconded by Director Langowski, the board approved Director Nicklow to file an extension of time for the 2019 financial statement audit.

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 7:25 p.m.

The next regular Board meeting will be held on Tuesday, August 11, 2020 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

Alice Sears, Director

RECORD OF PROCEEDINGS

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

August 11, 2020 7:00 p.m.
Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

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

Other attendees: Mr. 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 Sears, the Board approved the July 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Nicklow the Board approved the August 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for August 2020.**

Engineer's Report

None.

Citizen Forum

None

Attorney's Report

Water Resume

Evergreen Metropolitan District Water Case – Mr. Scheurer received the proposed decree on July 13, 2020; however, the engineering data was not present at that time. The engineering data was finally received today, August 11, 2020. Mr. Scheurer and Alan Leak of RESPEC will review the

data and comment if any revisions should be made. Mr. Scheurer will follow up with the Board in September.

Upper Bear Water Case – This case is between Forest Hills Metropolitan District and the City of Golden, Brook Forest Water District is only monitoring the case. Forest Hills Metropolitan District have given their comments, the case is waiting for Upper Bear to give comments. Mr. Scheurer will follow up with the Board in September.

County Certification of Liens – Annually the District certifies outstanding balances with Jefferson County that are \$150 or more and 6 months or older. N. Holder will provide Scheurer and Associates with any possible amounts at the end of August 2020. A 30-day notice must be provided to the customer for the balance to be certified.

Maintenance Report

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

1. Water Usage – usage in July 2020 was the highest usage month on record for the District.
2. Disinfection by Products – The results came back, and the results were better than they had been in 2019. D. Monard has added additional chlorine due to COVID-19.
3. Valve Work – Mr. Monard is currently in the process of cleaning the valves on the westside of the District. Once he has completed the westside, he will begin the eastside of the District. So far, no major issues have been found.
4. Hydrant Bollards – D. Monard received a quote from High Country Excavation LLC to complete the bollard repair work. The quote came in at \$1,280. Upon motion of Director Nicklow and seconded by Director Langowski, the Board unanimously approved the quote from High Country Excavation LLC. D. Monard is to move forward with the repairs. In addition, D. Monard will work with Mr. Scheurer to draft a letter to the contractor, Shirley Septic, who caused the damage. The letter will state a response is needed in 7 days. If no response is received then the District will be charging the contractor for not only the \$1,280 for reimbursement, but also attorney's fees.

Administration Report

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

1. 2019 Audit – N. Holder filed the extension of time for the audit. She will follow up with the District auditor, Scott Wright, to ensure that a draft of the audit is received before the end of August. The draft will be approved at the September board meeting and then submitted to State prior to the September 30, 2020 deadline.
2. District Property Sales – There has been a couple additional vacant lots sold in the District. In addition, Habitat for Humanity is in the early stages of permitting for building a residence on the vacant lot they own.

Reports from the Board

No reports.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:44 p.m.

The next regular Board meeting will be held on Tuesday, September 8, 2020 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

Alice Sears, Director

RECORD OF PROCEEDINGS

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

September 8, 2020 7:00 p.m.
Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

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

Other attendees: Mr. 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 Sears, the Board approved the August 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Ramsey the Board approved the September 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for September 2020.**

Engineer's Report

None.

Citizen Forum

None

Attorney's Report

2021 Budget

The District discussed the budget committee for preparation of the 2021 budget. Ms. Holder, District Accountant, will prepare a preliminary 2021 budget and send to Director Nicklow, Board

Treasurer. The preliminary 2021 budget will be presented to the Board at the October 2020 Board meeting.

Water Resume

One item that came up on the current month's water resume that the District will need to keep an eye on is for John and Debbie Medved, they are trying to amend their augmentation plan to include both ground water and well water for properties they are dividing. Attorney Scheurer will follow up with Alan Leak. No action taken.

Shirley Septic –

Property Liens for Non-payment

Ms. Holder and Attorney Scheurer's office are currently working on sending out lien letters to those customers that are behind in payment and owe at least \$150, with a past due date of at least six months.

Maintenance Report

1. Water production is dropping back usage, reminding others about usage.
2. Piny Point bollard job is done, needs a coat of paint.
3. Service line on Brook Forest Road- water was running down a homeowner's driveway – dug down himself, found a second shut off. Two shut offs were connected, could not identify leak. Excavator came and dug up the service line. The line down to the house was galvanized iron, cut out chunk, pieced it back together. The homeowner now has a completely new service line into home.
4. There is a faulty PRV that needs to be replaced well. The well was shut down temporarily.
5. Working on valves – With the weather cooling off, Mr. Monard will rent a vac truck for a day over the next few weeks and get the valves cleaned out in one day.

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

Administration Report

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

1. 2019 Audit – N. Holder filed the extension of time for the audit. She will follow up with the District auditor, Scott Wright, to ensure that a draft of the audit is received before the end of August. The draft will be approved at the September board meeting and then submitted to State prior to the September 30, 2020 deadline.
2. District Property Sales – There has been a couple additional vacant lots sold in the District. In addition, Habitat for Humanity is in the early stages of permitting for building a residence on the vacant lot they own.

3. 2019 Audit – Upon motion of Director Nicklow and seconded by Director Langowski the Board approved the 2019 Audit. Ms. Holder will ensure that the audit is filed with the State by September 30, 2020.
4. October 2020 Newsletter – Drought conditions and NO outdoor watering were suggestions from the Board for the newsletter.

Board on search committee- successor candidate – names send to bill

Reports from the Board

Brook Forest Inn looks to be back up and running and busy with customers.

Director Sears' last meeting is tonight, if any of the Board has a successor candidate in mind, please contact President Weisenborn.

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, October 13, 2020 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

Alice Sears, Director

RECORD OF PROCEEDINGS

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

October 13, 2020 7:00 p.m.
Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
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 residents Mike Miller, Ellen Scharf, Kyle and Anna Littlefield.

Oath of Office

Resolution 2020-04: Appointment to Fill Board Vacancy

Ted Schlaebitz gave the board information on his business background. Upon motion by Director Ramsey and seconded by Director Langowski, the Board appointed Ted Schlaebitz to the open seat on the Board, approving Resolution 2020-04. Director Schlaebitz took the oath of office, the paperwork will be filed accordingly with the County and the State.

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 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Langowski the Board approved the September 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for October 2020.**

Engineer's Report

None.

Citizen Forum

Mike Miller and Ellen Scharf attended the board meeting to discuss the current situation with their stop box. Over the past few years, there have been attempts to locate the stop box at their residence by both the district (System Operator) and Mike Miller. All attempts have failed. The District will assist Mike Miller and Ellen Scharf to the extent that the District Rules and Regulations allow (Rules and Regulation Section 11.04). The District System Operator will be available to shut off the water valve and isolate the water line in order for Mike and Ellen's contractor to perform the work necessary to install a new stop box. Once the installation is complete the District will need to inspect the connection. As a point of reference, this stop box has not be found since prior to 1999 per the District's stop box location map.

Attorney's Report

Resolution 2020-03: Certification of Delinquent Accounts to County Treasurer

Customers who have an outstanding balance of at least \$150, which has been unpaid for 6 months or more will be certified with Jefferson County and collected in 2021 through property tax revenue. Upon motion by Director Nicklow and seconded by Director Langowski, the Board approved Resolution 2020-03.

Water Resume

One item that came up on the current month's water resume that may affect the District is by Elk Creek Estates. Attorney Scheurer will follow up with water engineer Alan Leak. No action taken.

Maintenance Report

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

1. 7645 Brook Forest Lane property closed in October, the well will be decommissioned accordingly and a connection will be made to BFDW water system. The contractor will perform this work in early 2021.
2. A main break occurred on Aspen Meadows, but was repaired quickly.
3. Well #4 PRV was replaced shortly after the last board meeting.
4. Working on valves – approximately 85% of the east side of the District valves have been exercised. In the next couple of weeks a vac truck will be rented and the remaining valves in the district will be exercised.
5. Sanitary Survey is coming up in November, the inspection will be on November 10, 2020.

Administration Report

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

1. A draft of the 2021 Budget was provided to the Board for review prior to the November meeting, at which time the budget hearing will take place.

Reports from the Board

Brook Forest Inn (BFI) usage was discussed by the Board, Dominic would like the BFI to install a new meter as the current meter has become unreadable. Dominic will contact the owner of the BFI to discuss and update the Board at the November meeting on the status of the meter.

Comments from the Floor

None.

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, November 10, 2020 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 10, 2020 7:00 p.m.

Via ZOOM Video/Telephone Conference

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

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
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 October 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Ramsey and seconded by Director Nicklow the Board approved the November 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for November 2020.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

One item that came up on the current month's water resume that may affect the District is by Elk Creek Estates. Attorney Scheurer will follow up with water engineer Alan Leak. No action taken.

Shirley Septic

No response has been received from Shirley Septic regarding the damage to the bollards earlier this year. Attorney Scheurer may not to send a letter asking to be reimbursed for the cost of the damages. No action taken.

Maintenance Report

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

1. Power poles in the District are currently being replaced, the District is working with Xcel Energy to get the locates done.
2. Sanitary Survey – the State came out to the District for a site visit today. Prior to the site visit Mr. Monard provided the State with requested documents. Overall, the District is in good shape, aside from items that need to be cleaned up. The conduit next to the well has cracks in it and needs to have silicon placed in the cracks. Mr. Monard will follow up with the State for a final report of any additional items in the District that need to be taken care of.
3. Mr. Monard attempted a locate for the stop box on the Littlefield’s property, but due to the metal fence and railroad ties, he was unable to find the stop box.
4. Minutes from the October 13, 2020 are to be provided to Mr. Miller and Ms. Scharf upon their request, the minutes should include a reference to the specific section of the District Rules and Regulations that refer to the District’s responsibility regarding residents’ stop boxes.

Administration Report

2021 Proposed Budget

The 2021 proposed budget was discussed by the Board, a couple of line items will need to be updated for the final budget approval, the 2021 budget discussion and approval will be continued at the December 8, 2020 board meeting.

Reports from the Board

None.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:28 p.m.

The next regular Board meeting will be held on Tuesday, December 8, 2020 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 8, 2020 7:00 p.m.
Via ZOOM Video/Telephone Conference

The meeting was called to order by Vice President Langowski 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 Ramsey, the Board approved the November 2020 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the December 2020 checks for payment. **See Attached Schedule of Monthly Checks Paid for December 2020.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

Items remain on the current month's water resume that may affect the District, they are being watch by Mr. Scheurer and Mr. Leak. One of those items, Evergreen Metropolitan District, the

engineering report for this case should be resubmitted by December 30, 2020. Attorney Scheurer will follow up with water engineer Alan Leak regarding statement of oppositions.

2021 Budget

The board discussed the final changes to the 2021 budget draft. There was no change to the final assessed valuation provided by Jefferson County. Upon motion of Director Nicklow and seconded by Director Schlaebitz, the Board approved the 2021 Budget Resolutions, 2020-05 Fund Transfers, 2020-06 Levy General Property Taxes, 2020-07 Appropriating Sums of Money and 2020-08 Adopt 2021 Budget.

2021 Meeting Place and Dates

Upon motion by Director Ramsey and seconded by Director Schlaebitz, the board approved to continue meeting on the second Tuesday of each month at 7pm via conference call.

Maintenance Report

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

1. Power poles in the District are currently being replaced, the District is working with Xcel Energy to get the locates done.
2. Sanitary Survey – the State has completed their Sanitary Survey of the District and there were minor items to repair. The District is waiting for a formal letter from the State regarding these repairs. The repairs will be made as requested by the District as soon as possible.
3. Mr. Monard has been working with EV Studio engineers on a proposal for contract services to maintain district operations when he is on vacation. Upon motion by the Director Nicklow and seconded by Director Schlaebitz, the Board approved contract services proposal by EV Studio subject to review by President Weisenborn.

Administration Report

2021 Proposed Budget

The 2021 proposed budget was discussed by the Board, a couple of line items will need to be updated for the final budget approval, the 2021 budget discussion and approval will be continued at the December 8, 2020 board meeting.

Reports from the Board

Vice President Langowski thanked Mr. Monard for all his work for the District throughout the year and presented him with his compensation package for 2021.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:35 p.m.

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