

RECORD OF PROCEEDINGS

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

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

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

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

Attendees:

Board Members

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

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

Director Attendance

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

Approval of Minutes

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

Accounts Payable

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

Engineer's Report

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

Attorney's Report

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

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

Water Cases

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

Maintenance Report

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

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

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

Administration Report

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

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

Reports from the Board

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

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:18 p.m.

The next regular Board meeting will be held on Tuesday, January 10, 2017 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439

Respectfully submitted,

Nickie Holder

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Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director