

RECORD OF PROCEEDINGS

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

February 12, 2019 7:00 p.m.

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

The meeting was called to order by Vice President Langowski at 7:01 pm.

Attendees:

Board Members

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

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

Approval of Absence

The Board approved the absence of Director Weisenborn upon motion of Director Pellegrini and seconded by Director Nicklow.

Approval of Minutes

The Board approved the January 2019 Board minutes upon motion of Director Nicklow and seconded by Director Pellegrini.

Accounts Payable

After discussion of the invoices, the Board approved the February 2019 monthly checks for payment and authorized the Board Treasurer to transfer \$10,000 from the Colotrust Plus account to the Bank of the West Checking account to cover vendor checks for the month, upon motion of Director Nicklow and seconded by Director Pellegrini. **See Attached Schedule of Monthly Checks Paid for February 2019.**

- **Action Item** – Director Pellegrini will transfer \$10,000 from Colotrust to Bank of the West to cover vendor payments in February 2019.

Engineer's Report

The Board is waiting on a final pay application for the Forest Estates Water Main Improvement project to close out the final loan proceed distribution with the State. The State held back \$10,000

from the last pay application submitted to them. Once all the final paperwork has been completed the District will receive the final funds.

- **Action Item** – Dominic Monard will follow up with Brian Welch, District Engineer, to get a time frame on the completion of pay app #9.

Mr. Welch informed the Board that they could pay now for the cost of the paving in the District, payable to Jefferson County, in order to be charged the lower rate. If the District waits to pay for the paving when the work is completed in 2020 or 2021, then they risk paying a higher cost as the price for materials could possibly be higher at that time. After discussion, the Board decided to pay Jefferson County in 2019 for the cost of the paving that has been communicated via email.

- **Action Item** – Mr. Scheurer, will contact Courtney Hartman at Jefferson County to prepare an IGA (Intergovernmental Agreement) between the District and the County regarding the cost to be paid. In addition, Mr. Scheurer will discuss with Mr. Monard and Mr. Welch the specific area that should be included in the IGA as to where the paving will be done.

The Board approved President Weisenborn to sign the IGA and authorize funds for disbursement to Jefferson County for the paving project to be done at some time in the next couple of years, upon motion of Director Nicklow and seconded by Director Pellegrini.

Citizen Forum

None.

Attorney's Report

Water Resume

The water resume for January 2019 referenced an area near Brook Forest Water District, but the District is not affected.

Paving of District Roads

The Board has discussed at previous Board meetings the possibility of pre-paying for the cost of paving the area of roads where the Water Main Improvement project was done on in 2018. With the increase in costs unknown in future years, prepaying the amount now could potentially save the District money in the future. District Attorney, Scheurer, has contacted Jefferson County to find out if they would enter into an Intergovernmental Agreement with the District and accept funding now for future years' expense. The Board discussed if the agreement would still stand in future years even if the individuals who signed the agreement are no longer with the county. The Board would like to know what the County is willing to do at this time about entering into an agreement and receiving BFWF funds, possibly in an escrow account?

- **Action Item** – Mr. Scheurer, will continue his discussion with his contact Courtney Hartman at Jefferson County in order to move forward with a possible IGA (Intergovernmental Agreement) between the District and the County regarding the cost to be paid.

Maintenance Report

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

- Sanitary Survey is a hot button right now with the State, Mr. Monard has been working on updating the PRVs in the District to ensure that they are testable, he has been working with the two commercial property owners to ensure that they have them installed as a required by the State.
- Mr. Monard mentioned that if the County is going to be doing a build up that they need to contact him and need to use a valve riser, otherwise the valves get covered up with debris.
- Two additional main breaks occurred, one on Ponderosa Way and the other on Lodgepole Drive. Both with fixed quickly to stop loss of water.
- Mr. Monard has been working with Jon Ironmonger at with Swiss Chalets, it appears that he may have a leak, due to the weekly readings that Mr. Monard observes. Mr. Ironmonger will be checking for a leaky toilet.

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.
- Resolution 2019 -02- Amendment of 2018 Budget. After public hearing was closed, upon motion by Director Pellegrini and seconded by Director Nicklow, Board approved Resolution 2019-02 to amend the 2018 Budget.
 - **Action Item** – Ms. Holder will submit the amended budget and resolution to the State portal.
- Forest Estates Road Water Main Project - The final pay app – pay app #9 needs to be obtained by Jim Noble in order to complete final paperwork with State and receive remaining \$10,000 in funding.
 - **Action Item** – Ms. Holder will work with State to provide final paperwork and close out project.
- 2018 Audit
 - **Action Item** – Ms. Holder will close 2018 books and provide necessary documents to Auditor for audit complete.

Reports from the Board

Director Pellegrini gave the Board his resignation, his wife and him will be moving out of town in the months to come. Director Pellegrini will be missed by the Board, but he will stay on as long as he remains in the District. Director Pellegrini gave the Board several potential residents that he thinks would be a good addition to the Board in his place.

Comments from the Floor

No action taken.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:19 p.m.

The next regular Board meeting will be held on Tuesday, March 12, 2019 at 7:00pm at Church of the Hills (Library) – 28628 Buffalo Park Road, Evergreen, CO 80439.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

ABSENT

Bill Weisenborn, President

Tony Langowski, Vice President

Bruce Nicklow, Director

Ilse Ramsey, Director

Dave Pellegrini, Treasurer