

RECORD OF PROCEEDINGS

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

January 12, 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 7:16 pm.

Attendees:

Board Members

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

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

Approval of Director Absence

The Board approved Director Langowski's absence from the meeting upon motion of Director Ramsey and seconded by Director Pellegrini.

Approval of Minutes

The Board approved the minutes from the December 8, 2015 Board Meeting upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

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

Engineer's Report

Water Line Replacement Project

District Engineer, Jessie Nolle updated the Board on the progress of the design phase of the project. The plans are almost wrapped up with a few modifications. The project will be advertised the week after the January 2016 Board meeting for contractors to submit bids. Bid opening will be February 15, 2016. Jessie to draft letter to be sent out to customers alerting them of the project and service disruption.

Attorney's Report

- **Customers with Large Outstanding Balances**

Board discussed options on how best to get paid on accounts that have been outstanding for over four years and are only vacant lots (can't turn off water service). Options include the foreclosure process and certifying customer accounts with Jefferson County (done in November of each year). Board discussed specifically account numbers 19 (D. Graves) and accounts 20 and 21 (Ear Nose and Throat EPP). It was decided that a letter would be sent to each property owner to either make payment or we will certify a tax lien on your property with the county and possibly begin the foreclose process if payment is not received.

- **Elections – May 2016**

Attorney Scheurer discussed with the that two of the Board members, Director Langowski and Director Ramsey are up for election in May 2016, he provided the Directors with self-nomination forms. The Board members then approved the following resolutions with regard to the election:

- **Resolution 2016-01 – Resolution to Hold Election to Elect Directors on May 3, 2016**
- **Resolution 2016-02 – Resolution Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election**

The Board approved the above resolutions, upon motion of Director Pellegrini and seconded by Director Nicklow.

- **Email Policy**

As required by State Statute, each District should have an Email Policy. Attorney Scheurer prepared an email policy for the Board's review. This policy which was discussed at the December 2015 Board meeting will be discussed at the February 2016 board meeting. No action taken.

Maintenance Report

Dominic updated the Board on current maintenance and repairs within the District. No main breaks since the December 2015 meeting. Dominic is currently in the process of updating the New Construction sheet and finishing up Lead and Copper reporting to the State.

Administration Report

Nickie discussed with the Board the following items:

1. W-2's for District employees will be sent out in the next couple of weeks, so if there are any discrepancies, please let Nickie know.
2. Year End Compliance with the County offices, DOLA and SDA have been completed.

3. Payroll – currently being done manually, is the Board interested in going with QuickBooks Payroll? Yes, Nickie will set up going forward.

Reports from the Board

No reports from the Board.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m.

The next regular Board meeting will be held on Tuesday, February 9, 2016 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

Tony Langowski, Vice President

Ilse Ramsey, Treasurer

Bruce Nicklow, Director

Dave Pellegrini, Director