

RECORD OF PROCEEDINGS

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

July 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 7:08 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
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, System Operator

Approval of Minutes

The Board reviewed the minutes from the June 14, 2016 Board meetings. Board approved the minutes upon motion of Director Ramsey 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 July 2016.**

Engineer's Report

No report – No District engineer present.

Citizen Forum

No report

Attorney's Report

Debra Graves

Resolution 2016-03, which was approved by the Board at the June 2016 meeting, was updated and signed by the Board President and Secretary.

Mr. Larry Eidlen

Mr. Eidlen attended the June 2016 meeting to discuss his Readiness-to-serve lots with the Board, as he feels that he is being charged for an incorrect amount of lots. Mr. Scheurer has been reviewing documents between the District and the Eidlen's to determine what the correct number should be. Ms. Holder will search through the District files to see if she can find an executed copy of agreements which were signed during 2000, Ms. Holder will review prior Board minutes from 2000. May 9, 2000 was when Mr. Eidlen put in a line extension to his properties, this will be the timeframe of documents needed.

IGA Combined Election w/County

Mr. Scheurer discussed with the Board that in November the District would want to be included in the November election with the County. A form will be coming in the mail in this regard, Ms. Holder will keep an eye out of the form. The form is due to the County July 29, 2016, a resolution will need to be passed by that date as well.

Water Cases

Mr. Scheurer is currently keeping an eye on and reviewing any water cases that could potentially affect the District water rights.

Maintenance Report

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

- Jefferson County has cleaned out valves they filled with dirt during road repair work within the District.
- Sampling of the District's water supply will begin in August.
- The District is in line for a State Sanitary Survey which will determine what needs to be done to bring the water tanks into compliance.
- The Capital Improvement Plan (CIP List) is being updated by Mr. Monard in order to get a better idea of what the District's immediate and future needs are with regard to capital improvements, as the District moves forward with obtaining funding for projects to be completed in 2017

Attached are the Monthly Operations Summary Reports

Administration Report

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

- The 3rd Quarter Newsletter has been mailed out along with invoices and the Newsletter can be found on the District's website under the "Publications" icon
- 2nd Quarter payroll reports will be signed by Director Ramsey, Treasurer, tonight and then mailed out.
- Ms. Holder has been in communication with both Mr. Paul Young of CDPHE and Mr. Joe McConnell of DOLA with regard to what forms need to be completed and the timing of when the information needs to be submitted in order for the District to be able to filing a loan application by the October 15, 2016 deadline. The District will have to submit the 2016 Project Eligibility form by Friday, July 29, 2016 in order for their water line replacement project to be included on the eligibility list.

- Ms. Holder let the Board know that she will be setting up the District on auto-pay with Xcel Energy (a District vendor) so that no more late payment fees will be incurred.

Reports from the Board

Director Pellegrini suggested that after reviewing prior year’s minutes, that going forward the District minutes reflect more detail as to what is being discussed at the Board meetings. Specifically, the maintenance reports. Ms. Holder will include additional detail going forward.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:26 p.m.

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