

BROOK FOREST WATER DISTRICT

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Buffalo Park Church of the Hills
28628 Buffalo Park Rd., Evergreen, CO 80439

AGENDA – July 14, 2015

1. Call Meeting to Order
 2. Approval of the Minutes
 3. Presentation of Accounts Payable
 4. Engineer's report
 5. Citizen Forum
 6. Attorney's report
 7. Maintenance report
 8. Administration report
 9. Reports from the Board
 10. Comments from the Floor
 11. Adjourn Meeting
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RECORD OF PROCEEDINGS

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

July 14, 2015, 7:00 p.m.

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

The meeting was called to order by Vice President Tony Langowski at 7:00 pm.

Attendees:

Board Members

Bill Weisenborn, President (via telephone)
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, District Water Operator.

Approval of Minutes

The Board approved the minutes from the June 9, 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 Pellegrini. **See Attached Schedule of Monthly Checks Paid for July 2015.**

Engineer's Report

No Engineer's Report.

Attorney's Report

- **Stevenson Dam Culvert/Entrance Way**

Attorney Scheurer and Director Weisenborn updated the Board as to the status of communication with Mr. Himmelman as discussed at the June Board meeting. Director Weisenborn emailed Mr. Himmelman with regard to the maintenance of the Stevenson Dam Culvert/Entrance Way and has not heard a response as of July 14, 2015. Attorney Scheurer mentioned that he had not heard from Mr. Himmelman's attorney either as to how they would like to proceed with the proposed reconstruction of the culvert. Board will wait for a response before proceeding any further.

- **Executive Session**

After a motion by Director Pellegrini, seconded by Director Langowski, the Board unanimously approved entering into an executive session to discuss “a personnel matters” and “ongoing litigation” citing statute number (§24-6-402(4)(f), C.R.S.) at 7:08 p.m. The executive session ended and the Board entered regular session at 7:16 p.m. Board authorized by motion of Director Pellegrini and second by Director Weisenborn, for Director Weisenborn to sign the release and have the District disburse funds in the amount of \$17,500 as settlement of the ongoing litigation.

- **Forest Estates Water Line Replacement**

Board discussed the engineering and design costs of the project. No further action taken.

Director Weisenborn left the meeting at 7:40pm.

- **District Rules and Regulations**

Attorney Scheurer reviewed changes to the District Rules and Regulations with the Board members. Attorney Scheurer will put together all the additional changes for review at the August Board meeting. Discussion followed. No action taken.

Maintenance Report

Dominic updated the Board on the current maintenance in the District. He let the Board know that the Schlaebitz service line was completed, the stop box maintenance calls were picking up, well #6 is being cleaned up and he is in the process of completing a valve survey of the District.

Administration Report

Nickie discussed with the Board the following items:

1. SDA Conference attendance
2. Credit card application for System Operator and Administrator, application was approved by the Board upon motion by Director Nicklow and seconded by Director Langowski. Director Weisenborn will sign application and deliver to bank for processing.
3. Steele Street Bank & Trust change of address form was signed by Director Langowski and will be forward to Bank by Nickie.
4. June 2015 profit and loss report was distributed to the Board members and discussed.
5. Accounts Receivable Aging report was provided to the Board for review. On August 1, 2015 those accounts that are still delinquent will be charged a \$20 fee and an invoice will be mailed out.
6. Collector Solutions, Inc. – Board members were provided the agreement with Collector Solutions, Inc. (CSI) for review. The agreement is for CSI to provide online payment with credit cards as a service to District customers, if they wish to use the service. Attorney Scheurer will prepare a resolution for the August Board meeting. No action taken at this time.

Reports from the Board

No additional comments from the Board members.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:47pm.

The next regular Board meeting will be held on Tuesday, August 11, 2015 at 7:00pm at Church of the Hills – 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

**Brook Forest Water District
July 2015 Checks for Payment**

Payroll and Payroll Taxes:

Dominic Monard	Water Operator	\$ 4,177.14
Dominic Monard	Mileage	349.02
Bill Weisenborn	Board Member	92.35
Ilse Ramsey	Board Member	92.35
Bruce Nicklow	Board Member	92.35
Dave Pellegrini	Board Member	92.35
Internal Revenue Service	Federal/FICA taxes - July 2015	1,362.74

Vendor Payments:

Aspen Park Hardware	Repairs and maintenance	1.99
AT&T Mobile (no invoice - called to get balance due)	Utilities	81.87
CenturyLink	Utilities	26.79
CenturyLink	Utilities	58.37
DPC	Chemicals	60.00
GeoWater Services LLC	Tab testing	30.00
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IREA	Utilities	56.17
IREA	Utilities	61.99
IREA	Utilities	156.00
NMHolder Financial, Inc.	June 2015 Administration	3,046.45
Respec	Engineering	377.50
Scheurer & Associates, P.C.	Legal services	4,542.00
UNCC	Locate service	17.16
Xcel Energy	Utilities	798.09
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		\$ 15,602.68