

## RECORD OF PROCEEDINGS

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

June 11, 2019 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  
Bruce Nicklow, Treasurer  
Ilse Ramsey, Director  
Alice Sears, Director

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

#### **Approval of Minutes**

After discussion of the prior month minutes, the Board approved the May 2019 Board minutes upon motion of Director Langowski and seconded by Director Sears.

#### **Accounts Payable**

After discussion of the invoices, the Board approved the June 2019 monthly checks for payment, upon motion of Director Nicklow and seconded by Director Ramsey. **See Attached Schedule of Monthly Checks Paid for June 2019.**

#### **Engineer's Report**

No updates available

#### **Citizen Forum**

None.

#### **Attorney's Report**

##### *Water Resume*

Mr. Scheurer updated the Board on an item listed on the water resume regarding the Harman and Warrior Ditch, he will follow up with Mr. Alan Leake as the District may not have to respond.

### *Jefferson County Road Deposit -*

As discussed at prior Board meetings the Board would like to give Jefferson County (County) a deposit for road work to be done by the County in the District in future years. The Board would like to pay for it now as the cost could increase. The County plans to resurface the District road in 2020 or 2021. The District Board is hoping to finalize the letter to the County and provide the letter to Ms. Kourtney Hartman along with a check in order to fulfil their permit requirement and have no further obligation regarding the road resurfacing costs.

- **Action Item** – Mr. Scheurer will update letter to County and send for final approval. Once approved the District can cut a check for the approved amount (approx. \$42,000) and the issue will be closed.

### **Maintenance Report**

Mr. Monard informed the Board that the quarterly tank inspections were done, the tanks look pretty good, tank 2 being the one that might need some work but still pretty good. There are some tree removals that need to be done along with some new hatch seals. The tanks will need to have the divers go into the tanks every 5 years to stay in compliance with State regulations. Mr. Monard is currently working on the required sampling for the District. Mr. Monard let the Board know he would be attending an SDA workshop later in the month for continuing education.

### **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.
  - 2018 Audit – upon motion of Director Nicklow and seconded by Director Ramsey the Board approved the 2018 Audit report.
- **Action Item** – Mr. Holder will send the Audit to the State prior to the July 31, 2019 submittal deadline.

### **Reports from the Board**

Director Ramsey discussed with the Board the issues concerning her property after the water main replacement project closed out last fall. She had concerns about the landscaping needing to be replaced in certain areas as it had been misplaced during the project. Per review by the District Engineer, it appears that seeding may need to be done but that the remaining concerns were not construction related. The Board discussed Director Ramsey's concerns. No action was taken and will be followed up at the July Board meeting after further review of the Board and the District System Operator.

Board discussed issues with Maxwell Falls, follow up discussion at next Board meeting.

Director Sears informed the Board that she will be absent at the July 2019 Board meeting.

**Comments from the Floor**

None.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:58p.m.

The next regular Board meeting will be held on Tuesday, July 9, 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:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Ilse Ramsey, Director

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Bruce Nicklow, Treasurer

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Alice Sears, Director