

RECORD OF PROCEEDINGS

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

March 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 (via phone)

Tony Langowski, Vice President

Dave Pellegrini, Treasurer

Ilse Ramsey, Director

Bruce Nicklow, Director

Other attendees: Mr. Dick Scheurer of Scheurer and Associates and Ms. Nickie Holder of NMHolder Financial, Inc.

Approval of Minutes

After discussion of the prior month minutes, Mr. Scheurer wanted to ensure it was noted in the February 2019 minutes that the Attorney's report included the possible MOU (Memo of Understanding) was possible instead of a full IGA with Jefferson County with regard to repaving Forest Estates Road in the District. The Board approved the February 2019 Board minutes upon motion of Director Pellegrini and seconded by Director Nicklow.

Accounts Payable

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

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Water Resume

Mr. Scheurer reviewed the water resume for February 2019, it was a long resume, but not of the items listed pertained to Brook Forest Water District.

Paving of District Roads

This District has been in discussions with Jefferson County about the possibility of the District pre-paying for the cost of re-paving the area of roads where the Water Main Improvement project was completed in 2018. Initially, the District discussed the option of moving forward with an IGA (Intergovernmental Agreement) with Jefferson County, but though it might be better to have an MOU (Memorandum of Understanding) between the two parties. Mr. Scheurer has been working with his contact at the County, Ms. Kourtney Hartman, on putting something in writing. At this point we are waiting to hear back from Ms. Hartman in order to move forward. No action taken.

Crystal Clear Water Treatment (CCWT)

Mr. Scheurer has drafted an agreement between CCWT and the District, the District previously had an agreement with the prior owner, and subsequently with the new owner. Upon motion of Director Pellegrini and seconded by Director Nicklow, the Board authorized Vice-President Langowski to sign the agreement between the new owner of Crystal Clear and the Brook Forest Water District, on the District's behalf.

- **Action Item** – Vice-President Langowski will meet up with the owner of CCWT for him to sign the documents and the District and CCWT will retain and originally signed document for their records.

Maintenance Report

Mr. Monard is on vacation, Ms. Holder let the Board know that Ron and his crew at CCWT are calling her everyday (7 days a week) to provide her with updates on the District.

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.
 - Pay Application #9 – the final pay application for \$3,000 has been submitted and approved by the Board for payment, upon motion of Director Nicklow and Seconded by Director Pellegrini, the Board authorized Vice-President Langowski to sign the pay application for final processing by the State of Colorado through the State Revolving Fund loan program (SRF Loan).
- **Action Item** – Ms. Holder will submit final pay application from contractor in order for the State to process the remaining \$10,000 due the District for the Water Line Replacement Project.

- April 2019 Newsletter – Ms. Holder will draft in the next couple weeks and email to the Board for review. President Weisenborn’s follow up on the Gallagher Amendment will be the first issue for the newsletter.
 - *Action Item* – Ms. Holder will submit to the Board a draft of the April 2019 newsletter in March, for publication in April 2019 with the 2nd quarter invoices to customers.
- 2018 Audit – the audit is in process and once the audit is complete and a draft has been received Ms. Holder will email it to the Board for review.

Reports from the Board

At the February 2019 Board meeting Director Pellegrini gave his resignation to the Board as he will be moving out of the District once his house sells. He is currently the Treasurer and a new one will need to be voted on. Upon motion of Director Pellegrini and seconded by Director Ramsey, the Board approved Director Nicklow to take over as the District Treasurer.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, upon motion of Director Pellegrini and seconded by Director Nicklow, the meeting was adjourned at 7:42p.m.

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

 Bill Weisenborn, President

 Tony Langowski, Vice President

 Bruce Nicklow, Director

 Ilse Ramsey, Director

 Dave Pellegrini, Treasurer