

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

March 10, 2015

The regular meeting of the Board of Directors of the Brook Forest Water District was held on March 10, 2015 at the Church of the Hills, Evergreen. The meeting was called to order by President Bill Weisenborn at 7:05 pm. Board members present were Bill Weisenborn, Tony Langowski, Bruce Nicklow, Ilse Ramsey and Dave Pellegrini. Also present at the meeting were Nickie Holder and Dick Scheurer.

Approval of Minutes

The Board approved the minutes from the February 10, 2015 Board Meeting (with changes to be made by Nickie Holder) upon motion of Director Nicklow and seconded by Director Weisenborn.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Pellegrini. **See Attached Schedule of Payables for March 2015.**

Attorney's Report

- ***Delinquent Customer Accounts***

Dick discussed possible procedures to follow when collecting on a delinquent customer account with the Board and the possible actions the Board could take including property lien and foreclosure for non-payment on account. After the February board meeting Dick had sent out a possible timeline of actions to be taken (30 days late, a letter gets sent to customer, etc.). Board decided to table discussion to get ideas for the next board meeting as to what the next steps of the board should be in order to deal with the current delinquent customer accounts.

- ***Ostrander – Notice of Claim***

Dick briefly discussed with board that an individual cannot sue unless you give notice to do so. Notice has to be given no later than six months after occurrence. At this time there is nothing for the board to do in this regard.

Engineer's Report

There was no engineer's report this month. Engineer will attend the May Board meeting.

Maintenance Report

While Dominic was on vacation, there was a leak in the District and it was taken care of by the temporary Operators (Russell and Mike of Crystal Clear Treatment), there was discussion as to who was the first of contact while Dominic was out and that it needed to be made clear to everyone. Dominic has the procedure written down for when he is out of town and it needs to be followed by whoever is stepping in for him while he is away. It needs to be made clear as to the procedures/protocol that needs to be followed in Dominic's absence to those who are taking over.

Administration Report

2014 Audit

District books will be closed and the audit fieldwork date is set for the third week of March 2015.

2nd Quarter Newsletter

2nd Quarter Newsletter to go out to customers with the 2nd quarter billing at the end of March/beginning of April. Are there any ideas as to topics? Board to email Nickie with key discussion points for newsletter.

Online Invoice Payment

It has been asked in the past few weeks by customers as to why the District doesn't have any online payment system. Discussion followed and will be research by Nickie and reported on at the May meeting when all Board members will be present.

Change of Address

The new address of the District will be changed to 9249 South Broadway #200-344, Highlands Ranch, CO 80129 with the extension of the Administration contract with NMHolder Financial, Inc. (see below).

Customer Question

It was asked by a customer if there was any fluoride in the water, there is no fluoride, but the most current water report is available on the District's website for all to view.

Reports from the Board

Bill Weisenborn discussed with the Board that the initial 6 month Administration contact with NMHolder Financial, Inc. will be up in May and does that Board want to pursue an additional term. Director Weisenborn thought that a two year contract would be best, the Board agreed and Dick will make the necessary changes to the current contract for approval by the Board at the April Board meeting.

There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Nickie Holder

Approved By:

Bill Weisenborn

Tony Langowski

Ilse Ramsey

Bruce Nicklow

Dave Pellegrini