

RECORD OF PROCEEDINGS

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

May 14, 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 (absent)
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 April 2019 Board minutes upon motion of Director Nicklow and seconded by Director Langowski.

Oath of Office

Board approved Resolution 2019-03 – Appointment to Fill Board Vacancy, upon motion of Director Langowski and seconded by Director Nicklow. Director Alice Sears was sworn in by Attorney Scheurer. Director Sears will be up for election in November 2020.

- **Action Item** – Ms. Holder will fill the necessary documents with the Department of Local Affairs with regard to Director Sears and resolution 2019-03.

Accounts Payable

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

Engineer's Report

Mr. Monard updated the Board that Mr. Welch, Engineer with EV Studios, is currently updating the District maps and then Mr. Monard will review.

Citizen Forum

None.

Attorney's Report

Water Resume

Mr. Scheurer will update the board with any items on the resume that may affect the District at the June 2019 board meeting.

Habitat for Humanity

Board received a letter from Habitat for Humanity regarding interest in purchasing a vacant lot within District boundaries. Mr. Scheurer and the Board reviewed the letter. After discussion regarding the property, Ms. Holder will respond.

- **Action Item** – Ms. Holder will respond to the letter and let the potential buyers (Habitat for Humanity) know that there are past due fees owed on the property (34138 Forest Estates Road). In addition, Ms. Holder will provide information regarding wells on current properties as it applies to the District Rules and Regulations.

8116 South Brook Forest Road

This property is set to close at the end of May 2019. Title company has contacted the District regarding any balance owed on the property or additional fees. Ms. Holder let the title company know that there is a \$150 title transfer fee but no other amounts owed. This property is a vacant lot that should be charged a Readiness-to-serve fee, however it currently does not have an account number and has not been charged any quarterly fees. As of July 1, 2019 Ms. Holder will give this property an account number and charge a \$60 quarterly fee.

Evergreen Hills Filing #2 – Block 9, Lot 4

The owner of Lot 4 (Mr. Larry Eidlen) had a question as to whether or not Lot 4 should be charged the Readiness-to-serve fee each quarter. After discussion with Ms. Holder, it appears that Lot 4 should be included as evidenced by a fax from Mr. Eidlen dated 10/19/01, listing the 16 lots he owns that will be affected by the RTS fee.

- **Action Item** – Ms. Holder to follow up with Mr. Eidlen to let him know the District will continue to charge EHF #2 – Block 9, Lot 4 a Readiness-to-serve quarterly fee.

Maintenance Report

Mr. Monard informed the Board that he has submitted the necessary Lead and Copper reporting to the State that is due at this time. There have been dam releases over the past month that Mr. Monard has been releasing per State requirements. Mr. Monard let the Board know that he will

be renting a vacuum truck to clean out valves in the District as well as order additional sample bottles as necessary by additional sample testing needed.

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 – the audit is in process and once the audit is complete a draft will be given to the District for review. Ms. Holder will provide Mr. Wright with electronic copies of the loan agreement with the State as well as the contract with Jim Noble Inc. regarding the water main replacement project.

Reports from the Board

Director Nicklow let the Board know that the safe deposit box that had micro fish in it had been closed. The contents were given to Ms. Holder to put into the storage unit that the District keeps all its records in. In addition, there was a second safe deposit box that Director Nicklow was made aware of and he will follow up with Bank of the West as to the contents and the location of the key to the box.

As a follow up to the prior board meeting, discussion with the County came up. Mr. Scheurer let the Board know that he did contact Ms. Kourtney Hartman via email prior to the board meeting and had not gotten any returned communication.

- **Action Item** – Mr. Scheurer will follow up his email with a phone call to the County and let the Board know at the June 2019 meeting.

President Weisenborn suggested that Director Sears obtain a copy of the Board Member Handbook that the SDA has available on their website.

- **Action Item** – Ms. Holder will forward a copy of the Handbook to Ms. Sears via email.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:02p.m.

The next regular Board meeting will be held on Tuesday, June 11, 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

Ilse Ramsey, Director (**Absent**)

Bruce Nicklow, Treasurer

Alice Sears, Director