

RECORD OF PROCEEDINGS

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

May 5, 2015, 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
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., Ms. Jessie Nolle of Respec Water & Natural Resources, Mr. Scott Wright, CPA, and Mr. Dominic Monard, District Water Operator.

Approval of Minutes

The Board approved the minutes from the April 14, 2015 Board Meeting upon motion of Director Langowski and seconded by Director Pellegrini.

Accounts Payable

The Board approved the following Accounts Payable, upon motion of Director Langowski and seconded by Director Nicklow. **See Attached Schedule of Monthly Checks Paid for May 2015.**

Presentation of 2014 Audited Financial Statements

Scott Wright presented the 2014 audited financial statements. He reviewed the financial statement with the Board in addition to his Management Representation Letter. Scott reviewed his recommendations to the Board with regard to procedures, that when put into place, would aid the District in the future towards better accounting practices. The Board asked several questions of Scott and discussion ensued.

The Board approved the 2014 Audited Financial Statements as presented by Scott Wright, upon motion by Director Langowski and seconded by Director Ramsey. Nickie Holder will submit the approved audit to the State Auditor's office by July 31, 2015, in addition, the audit will be available on the District website.

Engineer's Report

Ms. Nolle of Respec Water & Natural Resources, discussed the following information with the Board:

- **Request to install a HDPE (High-density polyethylene) Service Line**

In February 2015 the Board received a request from a new customer to install a hdpe (plastic) service line. (At the present time copper pipe and flared connections are only permitted per the Districts Rules and Regulations). The Board discussed pros and cons of this product but kept coming back to the lack of adequate leak detection and thawing capabilities. After discussion the Board voted three to two to **not permit** the use of this type of service line in the District, and to follow the current Rules and Regulations for service line installation.

- **Forest Estates Water line Replacement**

The District has discussed the possibility of replacing approximately 4,400 feet of water line from St. Moritz to Anna Circle due to the amount of main breaks that occur regularly. The project cost would be estimated at about \$550,000 on the low end. The line is currently a 4" line and would be replaced with a 6" line. The Board discussed possible ways to finance the project and if the project should be done at one time or should it be broken up into a couple of projects between two or three years. The Board approved Jesse to get an engineering/survey estimate for review and discussion. No further action was taken.

- **Stevenson Dam Culvert/Entrance Way**

Jessie and the Board discussed the culvert which is owned by the District, however, an easement was given to a resident so they may enter their property. At this time the culvert needs to be maintained as it has been badly damaged by the heavy rain that has occurred over the last couple of months. The Board discussed whose responsibility is it to maintain the culvert. The Board will review minutes from 1995 and 1996 to determine if there was an agreement created with regard to the maintenance of the culvert in hopes of determining who should pay for the cost of repairs, the District or the resident. No further action taken.

Jessie Nolle left the Board meeting at 9:30 p.m.

Attorney's Report

- **District Rules and Regulations**

Attorney Scheurer reviewed his recommended changes to the District Rules and Regulations. After review of all suggested changes from the Board from the prior Board meeting, Attorney Scheurer will put together all the changes for review at the June Board meeting. Discussion followed. No action taken.

- **Delinquent Account Fees/Procedures**

Board discussed a possible change in the current rate charged for late payment of quarterly invoice and the process for placing a lien on a customer's property for long-term non-payment. Discussion ensued. Board will discuss at June Board meeting. No action taken.

Maintenance Report

Dominic updated the Board on the current maintenance in the District, other than reported above in the **Engineer's Report**.

Administration Report

No additional comments with regard to Administration matters.

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 10:02pm.

The next regular Board meeting will be held on Tuesday, July 14, 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

Tony Langowski

Ilse Ramsey

Bruce Nicklow

Dave Pellegrini