

Brook Forest Water District

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NEWCOMER'S LETTER

WELCOME TO THE BROOK FOREST WATER DISTRICT

We hope that you will take the time to read this letter. Its purpose is to provide you with the information you will want to know about your water district.

The Brook Forest Water District is a Special District organized under Colorado laws. It has the authority to levy and collect taxes and to impose other charges for services. The District is located entirely within Jefferson County and includes all of Evergreen Hills and part of Brook Forest Estates subdivisions.

Unlike the township form of government found in many eastern and Midwestern states, the District is only concerned with providing water service. Other municipal or governmental functions, such as police and fire protection, road construction and repair, etc., are provided by other special districts or by the County.

Water is supplied by wells and distributed through water mains buried in the ground. Individual homes are tapped into the system by their own service lines from the water mains to the homes. The water wells and mains are owned by and maintained by the District. The service lines to each house are owned by and serviced and maintained by the homeowners.

In 1982, the District built the dam and reservoir located just off Brook Forest Road, between Evergreen Hills and Buffalo Park Estates. The water there is not our drinking water and is not intended for domestic use. It is part of the District's Water Augmentation Plan, which requires the District to store water for later restoration to the Bear Creek Watershed. Because of liability problems, the area is posted against swimming, boating, fishing, ice skating, and other recreational purposes.

Board of Directors

The District is governed by a Board of Directors composed of five members who are elected by the residents of the District. Elections are held every two years at a designated polling place within or near the District

Meetings

Typically, the Board of Directors meet the second Tuesday of each month at 7:00pm at the Church of the Hills. The meetings are open to the public and residents of the District are encouraged to attend. Please visit our website for current meeting schedule and location.

District Employees

The District employs a Water System Operator. Consultants retained by the District include an Administrator who handles the District's administration, billing and bookkeeping, a legal firm specializing in the problems of special districts, an engineering firm to aid in major improvement projects and on-going maintenance, and a Certified Public Accountant to assist with budgets and audits.

Rules and Regulations

The Rules and Regulations of the Brook Forest Water District, as well as the minutes of the meetings of the Board of Directors, are available for your review on the District website. It is advisable to be familiar with the Rules and Regulations of the District because infractions of the Rules and Regulations are cause for discontinuance of your water service. District water is for indoor, domestic use only

The use of water for watering lawns or gardens or for washing cars, etc. is strictly prohibited.

If you wish to obtain your own copy of the Rules and Regulations, you may find a copy on the District website.

Billings

You will be charged a flat rate of \$120.00 per quarter for water service. There is a \$60.00 per quarter charge for Readiness to Service (RTS) property owners. The books are closed on the last day of each month and a service charge is added for the bills not paid after that date.

How You Can Help

1. Always notify the District Administrator of any change of address, telephone or email.
2. If you rent or lease your home, please inform the District Administrator and provide the name and phone number of your tenant.
3. Please notify the District office and/or a neighbor if you are going to be out of town and your home will be vacant. This is most important during the winter months because of the possibility of freezing pipes and a break that could cause a loss of service to your neighbors as well as the loss of thousands of gallons of water to the District.
4. In the event you are informed that the District suspects that there is a break in the water lines and you are aware of any homes that are vacant, it is vitally important that you inform the District office so these homes can be checked for a break.

To emphasize the seriousness with which the District regards freezing problems, this article is reprinted from the District Rules and Regulations.

10.15 Freezing Weather Precautions

- A. It shall be the duty of each customer connected with the District's water system to ensure that his or her plumbing is properly constructed, insulated, and heated in such a manner as necessary to prevent freezing and breaking of such plumbing which might damage the District's system.
- B. It shall be the duty of each customer to notify the District office in a timely manner if a leak or break in that customer's service line or plumbing occurs which would adversely affect the District's system, and to shut off or cause to be shut off water service until such leak or break is fixed.
- C. In the event that a customer does not notify the District office and a leak or break in the customer's service line or plumbing results in freezing or other damage to the District's system, the customer shall pay the cost of all water loss and materials and labor required to restore the District's system to its condition prior to the break. These costs shall be charged in addition to all other fees and charges by the District.

To Help You Understand Some Basics of Your Water System

A good first step in settling into the District is to find out where the main elements of your water system are. Using the general service line drawings at the bottom of this letter, write down where the stop box cap, the wire end, in-house shut off valve and pressure reducing valve (PRV) are in your house. There is space to do this beneath the drawing. Post this information inside a kitchen cabinet for later reference by you, a tenant, or a future owner. If you can't find any of the elements in your system, call the District maintenance office (303-674-8194) and the District System Operator will come around to help you out, especially if the stop box seems to have disappeared. Each homeowner is responsible for maintaining an operable stop box. The system operator can also test the stop box valve and show how to clean out your PRV. The District cannot do any modifications or repairs; either you or a plumber will need to do those. A plumber can also test the electrical continuity of your thaw wire and pipe. Check plumbing inside the house too, looking for exposed pipes in cold spots that could require insulation or heat tape. It's best to do this before a cold snap finds a spot to freeze.

Please call or email the District office if you have any questions.

Very Truly Yours,

Board of Directors

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Billing Office: 800-544-9903 • Maintenance Office: 303-674-8194