

RECORD OF PROCEEDINGS

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

April 8, 2025, 5:30 p.m.
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Tony Langowski at 5:30 pm.

Attendees:

Board Members

Tony Langowski, President
Ted Schlaebitz, Vice President
Bruce Nicklow, Treasurer
Steve Drucker, Secretary

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Dominic Monard, BFWD System Operator, Tim Osborn of EV Studios and Rachael Wachs of Coaty and Wood P.C.

District Property Owners – Jim Russell – arrived at 5:39 pm and left at 6:05 pm.

Guests

Jim Russell – Mr. Russell is a property owner in the District; he attended the meeting to follow up with the Board regarding his design for his service line. Mr. Russell will need to complete an application and tap permit prior to the board approving his line extension. No decision made at the board meeting.

Action Item: Ms. Holder will provide Mr. Russell with the documentation for the application and tap permit.

Approval of Minutes

After discussion of the prior month's minutes, upon motion by Director Nicklow and seconded by Director Drucker, the Board approved the Regular March 2025 meeting minutes (4 to 0).

Accounts Payable

After discussion of the invoices, upon motion of Director Drucker and seconded by Director Nicklow the Board approved the April 8, 2025, checks for payment (4 to 0). **See Attached Schedule of Monthly Checks Paid for April 8, 2025.**

Upon motion of Director Nicklow and seconded by Director Drucker the Board approved a \$30,000 transfer from the District's Colotrust Savings account to the District Checking account to pay vendor bills (4 to 0).

Engineer's Report

EV Studio continues to work on the plan design for the potential 2" galvanized main replacement project. Survey work for this project has been completed.

Citizen Forum

None.

Attorney's Report

Everwild Outdoor Learning Center– Ms. Wachs reviewed documentation for the learning center, and it was determined by the Board that the business should adhere to the commercial account standards of the District. A backflow preventor should be installed and inspected annually. The water service fee charged to this property should be charged at the commercial rate per the District Rules and Regulations.

Rules and Regulations – The Rules and Regulations have been updated for the new 2025 billing rates and provided to the District. However, it appears that when the update was completed, section 9 was repealed. Ms. Wachs will work with Mr. Monard and Ms. Holder to provide Section 9 so that it may be put back into the District's rules and regulations. Section 9 should not be repealed.

Maintenance Report

Mr. Monard informed the Board of the following regarding operations:

1. Safety Item – During the month Mr. Monard brought a safety issue to President Langowski, there is an old vault with pumps in it. The roof of the vault was wood and rotting. Mr. Monard was concerned that a child could fall through the roof. President Langowski approved the cost of approximately \$3k - \$5k for a new concrete lid to be constructed on top of the vault and backfilled.
2. Battery Backup – Mr. Monard recommended the purchase of a battery backup for the 3 tanks in the district. Upon motion of Director Drucker and seconded by Director Schlaebitz the board approved the purchase in the amount of \$2,976 (4 to 0).

Administration Report

Ms. Holder informed the Board of the following regarding Accounting/Administration:

1. ***May 2025 Election***– Oaths of Office will be given between May 6th and the May 13th board meeting.
2. ***Vacant Seat*** – Board members will discuss with neighbors about potential candidates for discussion at the May meeting.
3. ***Website Update*** – The website update continues and should be updated by the end of June 2025.

Reports from the Board

None.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting ended at 6:53 pm.

The next regular Board meeting will be held on Tuesday, May 13, 2025, at 5:30 p.m.

Respectfully submitted,

Nickie Holder

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Approved By:

Tony Langowski, President

Ted Schlaebitz, Vice President

Steve Drucker, Secretary

Bruce Nicklow, Treasurer

Vacant, Director