

RECORD OF PROCEEDINGS

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

May 13, 2025, 5:30 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Tony Langowski at 5:33 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, Brian Welch of EV Studios and Rachael Wachs of Coaty and Wood P.C.

District Property Owners – Morgan Crawley, Kelley Ritz and Debi Lundquist

Guests

Raquel and Andrew Ritz – Raquel and Andrew attended the meeting to discuss water for their horses. They are with the Denver Mounted Unit and they are training horses. The Ritz's explained that the horses are not on the property all the time. When they purchased the property there was miscommunication with the realtor that the horses were allowed to use the district water for their horses. Brook Forest Water District's water augmentation plan, does not allow for any outdoor watering of any kind - section 1.03 does not allow for watering of livestock or any outside watering. The Ritz's thanked the board for their explanation and will use a water tank for water for the horses to drink.

Selection of Officers

After discussion by the Board, upon motion by Director Drucker and seconded by Director Schlaebitz, the Board approved leaving the current officer positions through the next election in May 2027.

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the May 13, 2025, checks for payment (4 to 0). **See Attached Schedule of Monthly Checks Paid for May 13, 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).

Board Vacancy

Morgan Crawley introduced herself and gave a background of her work history. She currently works for Denver Water as a Water Specialist. The Board members asked questions of Morgan. Upon motion by Director Nicklow and seconded by Director Schlaebitz, the Board appointed Morgan to the vacant board seat. The position will be for two years and will be up again at the May 2027 election.

Engineer's Report

Jim Russell – Brian shared the plans for Jim Russell's service line extension – a quote from Jim Noble, Inc. was provided at \$36,200 for the loop with the fire hydrant and valves (considered a main extension). A deposit will need to be made with the District prior to construction. Mr. Russell has agreed to the price of the project that was quoted. Upon motion by Director Schlaebitz and seconded by Director Drucker, the Board approved moving forward with the main extension application submitted by Mr. Russell, pending the payment of \$17k for the tap fee (4 to 0).

2" Galvanized Replacement – Plans have been put drafted for the replacement project, these plans have been shared with board members. The estimated cost for the project is \$215k. In addition, the pricing for a valve cluster at Timber Ridge and Brook Forest Drive was prepared at \$110k. The pricing will be listed separate in the bid package. Mr. Welch and Ms. Holder are working to post the notice of bid in the Canyon Courier.

Lead Service Line – One more email will go out to customers for service line information and then notices will be likely placed on customer doors requesting the information.

Citizen Forum

None.

Attorney's Report

Rules and Regulations – The Rules and Regulations have been correctly updated and will go on the website once fully onboarded to the new website by the end of June 2025.

Russell Extension – Ms. Wachs will move forward with preparing an agreement for the Russell extension for the Board to review.

Daycare – There had been discussions at prior meetings regarding a daycare in the neighborhood and the amount of water that was being used. The child care center has since moved out of the neighborhood and is no longer a concern of the District.

Maintenance Report

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

1. Vault On Lodgepole – A custom lid was installed by Jim Noble, Inc., an invoice will be provided for the June meeting for payment.
2. Battery Backup – Due to power outages, battery backups have been installed in two tanks. Mr. Monard will talk with the contractor about installing generators and the location for the installation and cost.

Administration Report

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

1. *May 2025 Election*– Oaths of Office have been completed and will be filed with the Jefferson County Courts and the Department of Local Government this week.
2. *Vacant Seat* – Ms. Crawley was appointed, her oath will be filled once complete.
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 6:45 pm.

The next regular Board meeting will be held on Tuesday, June 10, 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