

RECORD OF PROCEEDINGS

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

June 10, 2025, 5:30 p.m.
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Tony Langowski at 5:31 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 Owner – Morgan Crawley

Guests

None.

Approval of Minutes

After discussion of the prior month's minutes, upon motion by Director Nicklow and seconded by Director Schlaebitz, the Board approved the Regular May 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 June 10, 2025, checks for payment (4 to 0). **See Attached Schedule of Monthly Checks Paid for June 10, 2025.**

Engineer's Report

Jim Russell – Mr. Russell paid his tap fee of \$17k, no additional updates on the service line agreement draft.

2" Galvanized Replacement – Project has been put out to bid as of June 5th in the Canyon Courier, three contractors have responded. The bid opening will be at 3:30pm on June 24th.

Citizen Forum

None.

Attorney's Report

Russell Extension – No main extension agreement has been finalized, district is waiting on resident for comments.

Property Tax Memo – A property tax memo regarding overview and impact of House Bill 24B-1001 was sent to the Board for review. If there are any questions the Board will discuss at the July board meeting.

Maintenance Report

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

1. Generators – The Board had previously discussed having generators installed at the tank locations for use in the event the power goes out. A cost estimate for each generator, installation and concrete pad would be approximately \$30k each. Mr. Monard will include the estimate on the CIP list for discussion in the 2026 budget.
2. Sanitary Survey – The survey for the district will take place July 11th.

Administration Report

Ms. Holder provide the Board with a list of items prior to the board meeting, the items below required additional information and comment:

1. ***Credit Card Processing*** – Ms. Holder researched vendors to process credit card payments for the district. The current cost is \$3.25 per transaction. If a change is made, the cost would likely be at a higher cost for the customer at a rate of 2.99%. The district will keep the same processing vendor at this time.
2. ***Website Update*** – The updated website link should be available for the board to review by the end of this week.

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 6:07 pm.

The next regular Board meeting will be held on Tuesday, July 8, 2025, at 5:30 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Tony Langowski, President

Ted Schlaebitz, Vice President

Steve Drucker, Secretary

Bruce Nicklow, Treasurer

Vacant, Director