

## RECORD OF PROCEEDINGS

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

July 8, 2025, 5:30 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Tony Langowski at 5:32 pm.

#### Attendees:

##### Board Members

Tony Langowski, President

Ted Schlaebitz, Vice President

Bruce Nicklow, Treasurer

Steve Drucker, Secretary

**Morgan Hopkins-Crawley, Director – arrived at  
5:36pm**

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.

#### Guests

None.

#### Approval of Minutes

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

#### Accounts Payable

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

#### Engineer's Report

2" Galvanized Replacement Project– This project was put out to bid as of June 5<sup>th</sup> in the Canyon Courier, three contractors have responded. The bid opening took place at 3:30pm on June 24<sup>th</sup>. After discussion by the board regarding bid amounts, upon motion by Director Drucker and seconded by Director Nicklow, the Board awarded Jim Noble, Inc. the project (5 to 0). Jim Noble, Inc. had the lowest bid of \$260,965.

Jim Russell Service Line – Mr. Russell provided his service line design to Mr. Welch for review. The service line per the design is greater than the standard district length per BFWD Rules & Regulations. After discussion and upon motion by Director Schlaebitz and seconded by Director Drucker, the Board approved the length of Mr. Russell’s service line to be under 500 feet in length. Mr. Welch will request an additional drawing of the design that is clearer than the one initially provided for review.

### **Citizen Forum**

None.

### **Attorney’s Report**

Oath Of Office – Director Hopkins-Crawley has been given the oath of office and that oath has been provided to DOLA and Jefferson County courts as required.

Outside Watering – Possible for us as a district to say we charge extra fees for the pressure washing,

Property Tax Memo – The board received a property tax memo regarding overview and impact of House Bill 24B-1001 after the last board meeting. Before deciding to participate in the November 2025 election with Jefferson County, Mr. Wachs and Ms. Holder will provide the board with an estimate of property tax funds to be received with new restrictions for calendar year 2026.

### **Maintenance Report**

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

1. Sanitary Survey – The survey for the district will take place July 11<sup>th</sup>.
2. 2<sup>nd</sup> Quarter tank inspections – Tank inspections have been completed, no issues.

### **Administration Report**

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

1. ***Website Update*** – The website update is just about complete. Once the link is live, a notice will go out to the residents in the newsletter and Facebook Group.
2. ***Newsletter*** – President Langowski asked for additional information to be put into the Newsletter regarding vendors who haul water and could possibly be available to provide pressure washing services as the district does not allow outside watering. Ms. Holder will reach out and provide the additional information requested prior to sending out the newsletter.

### **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 6:54 pm.

The next regular Board meeting will be held on Tuesday, August 12, 2025, at 5:30 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

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Tony Langowski, President

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Ted Schlaebitz, Vice President

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Steve Drucker, Secretary

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Bruce Nicklow, Treasurer

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Morgan Hopkins-Crawley, Director