

RECORD OF PROCEEDINGS

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

August 12, 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
Morgan Hopkins-Crawley, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Dominic Monard, BFWD System Operator, Brian Welch of EV Studios and Rachael Wachs and Dylan Woods 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 July 2025 meeting minutes (5 to 0).

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the August 12, 2025, checks for payment (4 to 0). **See Attached Schedule of Monthly Checks Paid for August 12, 2025.**

Engineer's Report

2" Galvanized Replacement Project - Contracts are being reviewed and prepared for signature. The contractor plans to start the project in the last week of September.
Lead Service Line Project - Coordinating with Mr. Monard and Ms. Holder to complete the Lead Service Line detail requested by the State.

Jim Russell Service Line – Design has been reviewed for project by EV Studio.

Citizen Forum

None.

Attorney's Report

Contract Documents – The contract documents for the 2” Galvanized project with Jim Noble, Inc. have been reviewed.

2024 Audit Letter – A response to the auditor was prepared for the 2024 audit.

Ms. Wachs let the board know that she will be leaving Coaty and Woods, Mr. Woods will take over as legal counsel for the District. The Board thanked Ms. Wachs for her time working with the Board.

Maintenance Report

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

1. Sanitary Survey – The survey was complete in July, no violations noted. There were two small deficiencies that will be corrected, but no items that need to be noticed to the public.
2. Online Class – Mr. Monard will take a PFAS class next week regarding sampling methodology and upcoming PFAS requirements.

Administration Report

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

1. *2024 Financial Statement Audit* – Ms. Holder provided the audit draft to the Board prior to the meeting for review. After discussion, upon motion by Director Schlaebitz and seconded by Director Nicklow, the Board approved the 2024 audit (5 to 0).
2. *2026 Budget* – Ms. Holder reviewed the process of preparing and filing a district budget for the board. Ms. Holder will provide a preliminary 2026 budget for the board at the September meeting. The draft budget will be discussed at the October board meeting.

Reports from the Board

Director Schlaebitz informed the board that he will be resigning from the Board after the October meeting due to personal commitments.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting ended at 6:22 pm.

The next regular Board meeting will be held on Tuesday, September 9, 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

Morgan Hopkins-Crawley, Director