

## RECORD OF PROCEEDINGS

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

January 10, 2023, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### **Attendees:**

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Mr. Dominic Monard, BFWD Operator, Ms. Anita Marchant of Coaty Marchant Woods. PC., and Brian Welch of EV Studio.

#### **Approval of Minutes**

After discussion of the prior month minutes, upon motion by Director Nicklow and seconded by Director Drucker, the Board approved the December 2022 meeting minutes.

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Langowski the Board approved the January 10, 2023, checks for payment. **See Attached Schedule of Monthly Checks Paid for January 10, 2023.**

#### **Engineer's Report**

Mr. Welch and Mr. Monard have been working on the bid and construction schedule for the two district projects that have been budgeted for 2023. The district will coordinate with adding the developer project to the schedule.

#### **Citizen Forum**

None.

## **Attorney's Report**

Tap Fee Rate – At previous board meetings, Ms. Marchant discussed updating the district rules and regulations to collect the difference in the current tap fee rate and the tap fee purchased in a prior year by a property owner. The board will approve this rate at the February 2023 meeting, a public hearing 30 day notice will be published.

Cross-Connection Update – Ms. Marchant continues to work with Mr. Welch and Mr. Monard to draft an update for the Cross-Connection policy in the District Rules and Regulations.

## **Maintenance Report**

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

1. 4<sup>th</sup> quarter tank inspections have been completed; no issues noted.
2. Valves are currently being exercised through the district. The east side is 90% complete, once complete the maintenance on the west side will begin.
3. Tank 5 Bollards – There is a structure being built near tank 5, Mr. Monard expressed his concern for the safety of tank 5 with construction traffic, he suggests putting bollards around tank 5 to keep the tank safe. Mr. Monard will discuss with Mr. Welch will discuss setting up the bollards.

## **Administration Report**

Nickie Holder informed the Board of the following regarding Accounting/Administration:

1. Year-End Payroll – W-2s and 1099's will be prepared and sent out this month as applicable.
2. May 2, 2023 Election – Self-Nomination forms will be due to the DEO by February 24, 2023 by end of day. Call for Nominations will be posted on district website and in the Canyon Courier between January 22 and February 2, 2023.

## **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 7:35 pm.

The next regular Board meeting will be held on Tuesday, February 14, 2023, 7:00 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

February 14, 2023, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### Attendees:

##### Board Members

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Mr. Dominic Monard, BFWD Operator, Ms. Anita Marchant of Coaty Marchant Woods. PC., and Brian Welch of EV Studio.

#### Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Schlaebitz, the Board approved the January 2023 meeting minutes.

#### Accounts Payable

After discussion of the invoices, upon motion of Director Drucker and seconded by Director Langowski the Board approved the January 10, 2023, checks for payment. **See Attached Schedule of Monthly Checks Paid for February 14, 2023.** Upon motion of Director Nicklow and seconded by Director Schlaebitz, the board approved a \$40k transfer from district savings to cover the February 2023 vendor invoices.

#### Engineer's Report

Due to a main break that occurred early in February 2023, the board asked Mr. Welch to provide an estimate to include an additional section of main replacement into the current project getting ready to be put out to bid. The additional section will be approximately 850 LF and cost an estimated \$276k, the location of this additional section is on South Brook Forest Road. After discussion by the board and upon motion of Director Langowski and seconded by Director Schlaebitz, the board approved moving forward with including the additional section along South Brook Forest Road into the summer 2023 water line replacement project.

The project will be put out to bid in the first couple of weeks of March 2023, the notice will be put on bidnet.com along with the local newspaper, the Canyon Courier.

## Citizen Forum

None.

## Attorney's Report

**Colorado Mountain Properties Water Case No. 2007CW123** – Colorado Mountain Properties case stipulation, Lee Johnson, water rights attorney, will be provided with the necessary documents upon board approval to file a stipulation on the district's behalf regarding this on going water case. Upon motion of Director Schlaebitz and seconded by Director Langowski, the board approved providing Lee Johnson with the necessary documents, Attorney Marchant will provide the board with an update next month.

**Tap Fee Rate Increase Public Hearing** – President Weisenborn opened the public hearing for comment, there being no public comment, the public hearing was closed. Upon motion of Director Nicklow and seconded by Director Langowski, the board approved **Resolution #2023/2-1**, increase in the tap fee structure, motion passed 5-0. If a tap is purchased in a prior year, the owner will need to pay the difference in the rate upon purchase date and the current rate when they actually connect the tap to the district's mainline.

**Cross Connection and Backflow Prevention** – Upon motion of Director Langowski and seconded by Director Schlaebitz, the board approved **Resolution #2023/2-2**, revising section 3.13 of the district's rules and regulations to include more stringent compliance and enforcement provisions for cross connection and backflow prevention, motion passed 5-0.

**Sprinkler/Fire Suppression Systems** – The board have been discussing the need for sprinkler and fire suppression systems in the district since Jefferson County has made them a requirement for new buildings and remodel projects. Upon motion of Director Langowski and seconded by Director Schlaebitz, the board approved **Resolution #2023/2-3**, to amend the district rules and regulations to include section 3.14, motion passed 5-0.

**Larry Eidlen** – As discussed at previous board meetings Mr. Eidlen would like to extend the main line to several vacant lots that he owns. At this time, the district will move forward with their current water main replacement project and not include Mr. Eidlen's project in the March 2023 not to bid that will be published. The board agrees to allow Mr. Eidlen to add an additional lot to his main extension project, but the board does not agree to considering a refund from the district to Mr. Eidlen now or at a later date towards the cost of Mr. Eidlen's project.

## Maintenance Report

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

1. South Brook Forest Road Water Main Break – at the end of January, Mr. Monard started to chase a water break. The first week of February the break was located and fixed. It took several days to complete the project.
2. Piny Point Service Line – A customer on Piny Point was without water and it was determined that the resident's service line had frozen. A contractor fixed the service line for the resident. The cost of the fix will be paid for by the resident as the work was done to the service line and not the district's main line.

**Administration Report**

Nickie Holder informed the Board of the following regarding Accounting/Administration:

- 1. May 2, 2023, Election – Self-Nomination forms will be due to the DEO by February 24, 2023 by end of day. Call for Nominations will be posted on district website and in the Canyon Courier between January 22 and February 2, 2023. The election will be cancelled if not more than two self-nomination forms have been received by February 24<sup>th</sup> and no write-in candidates are received by February 27<sup>th</sup>.

**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 8:31 pm.

The next regular Board meeting will be held on Tuesday, March 14, 2023, 7:00 p.m.

Respectfully submitted,  
*Nickie Holder*  
Nickie Holder

Approved By:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

March 14, 2023, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### **Attendees:**

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Mr. Dominic Monard, BFWD Operator, and Brian Welch of EV Studio. Residents: Burke Benton.

#### **Approval of Minutes**

After discussion of the prior month minutes, upon motion by Director Nicklow and seconded by Director Schlaebitz, the Board approved the February 2023 meeting minutes.

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Drucker and seconded by Director Nicklow the Board approved the March 14, 2023, checks for payment. **See Attached Schedule of Monthly Checks Paid for March 14, 2023.**

#### **Guests**

Mr. Benton joined the meeting to ask for reimbursement from the District for the cost of his service line repair. Mr. Benton's service line froze in February due to cold weather. The damage has been repaired, but the cost was approximately \$4,000. After discussion, the Board explained to Mr. Benton that per the District's rules and regulations that the service lines are the customers responsibility and any repairs and maintenance done to the service lines are to be done at the cost of the homeowner, not the District. Mr. Benton left the meeting at 7:25pm.

#### **Engineer's Report**

***Water Main Replacement Project*** - The District's main replacement project is set to go out to bid in the next week. The project request for proposals (RFP) will be published in the local newspaper, the Canyon Courier, in the next week and will run for two consecutive weeks. There will be a pre-bid meeting, which will be optional for the contractors to attend. Mr. Welch will update the Board on the bid selection at the April board meeting.

***Homeowner's Meeting*** – Mr. Welch and Mr. Monard are set to meet with property owners that will be building homes above tank 5. Property owners need to be made aware that homes to be built above tank 5 will experience low water pressure and that a pump will need to be installed next to the water tank in order to increase the water pressure. Mr. Welch and Mr. Monard will update the Board regarding the meeting at the April board meeting.

### **Citizen Forum**

None.

### **Attorney's Report**

No updates.

### **Maintenance Report**

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

1. 1<sup>st</sup> Quarter tank inspections have been completed, waiting for the report.
2. Mr. Monard continues to work with Mr. Welch on the survey for the main replacement project.

### **Administration Report**

Nickie Holder informed the Board of the following regarding Accounting/Administration:

1. May 2, 2023, Election – Election has been cancelled. The oaths of office will be given to the board members prior to the May board meeting. Officers will be voted on at the May meeting by the board.

### **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 7:45 pm.

The next regular Board meeting will be held on Tuesday, April 11, 2023, 7:00 p.m.

Respectfully submitted,  
*Nickie Holder*

Nickie Holder

Approved By:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

April 11, 2023, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### **Attendees:**

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Anita Marchant of Coaty Marchant Woods PC., and Brian Welch of EV Studio.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Langowski and seconded by Director Drucker, the Board approved the March 2023 meeting minutes (5 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Langowski the Board approved the April 11, 2023, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for April 11, 2023.**

#### **Guests**

None.

#### **Engineer's Report**

***Homeowner's Meeting*** – Mr. Welch and Mr. Monard met with property owners that are between tank 2 and tank 5. They provided the homeowners with a pressure map of the area to inform the homeowners that just because you can see tank 5, that is not necessarily where your water comes from. The discussion included what needs to be done if a homeowner's psi is zero vs. zero to 30. If a homeowner's current psi is zero a pump station of some kind should be installed on their property to maintain adequate pressure. If a psi of a homeowner is between 0 to 30, then a pump inside the homeowner's house would work to increase the water pressure to the home. The homeowners and the Board were appreciative of the information provided by both Mr. Welch and Mr. Monard. One property owner is above tank 5 and his home will need a pump station built on his property when his home is constructed to receive water.

***Water Main Replacement Project*** – One bid was received by the district for this project. Mr. Welch reviewed the bid and cost estimates in the contractor’s proposed schedule of costs. After some discussion, **upon motion by Director Langowski and seconded by Director Schlaebitz, the Board accepted the bid received by John Noble of Jim Noble, Inc. (5 to 0)** Ms. Marchant will work with President Weisenborn and Secretary Schlaebitz to get the documents signed and notarized by the district.

### **Citizen Forum**

None.

### **Attorney’s Report**

***Mainline Extension Agreement with Larry Eilden*** – Mr. Eilden currently owns around 20 lots in the district. He would like to extend the main to service the lots. The district and Mr. Eilden have been in discussion for several months regarding the specific terms of a mainline extension agreement between himself and the district. Ms. Marchant has made the latest round of changes to the agreement and sent it to the board for review prior to the meeting. Mr. Eilden wanted to make it clear in the agreement that he has two phases of construction, phase I is going to be only 6 lots, while phase II will be other future lots. **Upon motion by Director Drucker and seconded by Director Schlaebitz, the board approved the Mainline Extension Agreement with Mr. Eilden as updated (5 to 0).**

***District Rules and Regulations*** – The district’s rules and regulations have been updated for the resolutions approved by the board at the prior board meeting, however, Ms. Marchant would like to hold off on publishing until the Cross-connection section of the rules and regulations has been finalized and approved by the board to avoid publishing multiple times.

### **Maintenance Report**

Mr. Welch let the Board know that he will be overseeing the district’s operations over the next month as Mr. Monard is on vacation. He or his staff will be in the district each day between 7am to 9am checking the tanks, etc. If any of the board needs anything over the next month, please contact Mr. Welch.

### **Administration Report**

Nickie Holder informed the Board of the following regarding Accounting/Administration:

1. May 2, 2023, Election – Election has been cancelled. The oaths of office will be given to the board members prior to the May board meeting. Officers will be voted on at the May meeting by the board.

### **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 8:15 pm.

The next regular Board meeting will be held on Tuesday, May 9, 2023, 7:00 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

May 9, 2023, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### Attendees:

##### Board Members

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Anita Marchant of Coaty Marchant Woods PC., and Brian Welch of EV Studio.

#### Election of Officers

Oaths of Office for the newly elected board members have been filed with the State and County prior to the board meeting. The following officers were elected during the board meeting:

President – upon motion by Director Langowski and seconded by Director Schlaebitz, the Board voted for Director Weisenborn to remain the President.

Vice President – upon motion by Director Drucker and seconded by Director Schlaebitz, the Board voted for Director Langowski to remain the Vice President.

Treasurer – upon motion by Director Schlaebitz and seconded by Director Langowski, the Board voted for Director Nicklow to remain the Treasurer.

Secretary – upon motion by Director Langowski and seconded by Director Drucker, the Board voted for Director Schlaebitz to remain as the Secretary.

#### Approval of Minutes

After discussion of the prior month's minutes, upon motion by Director Langowski and seconded by Director Drucker, the Board approved the April 2023 meeting minutes (5 to 0).

#### Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Schlaebitz the Board approved the May 9, 2023, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for May 9, 2023.** Director Drucker asked that going forward the description on Noble's invoices include more detail on the work being done as well as a date of service.

### **Guests**

None.

### **Engineer's Report**

No update, see maintenance report below.

### **Citizen Forum**

None.

### **Attorney's Report**

***Oaths of Office*** – All oaths of office have been filed with the State and County for the May 2023 election.

***Developer Project*** – President Weisenborn and Secretary Schlaebitz have signed the contract with Mr. Larry Eidlen for the project to move forward. Mr. Welch will determine the 10% amount that will be placed on deposit with the District prior to any work starting on the project.

***District Rules and Regulations*** – Ms. Marchant would like to hold off on approving the Cross-connection section of the rules and regulations until Mr. Monard returns from vacation and can review the draft.

### **Maintenance Report**

Mr. Welch has been monitoring the District while Mr. Monard has been on vacation. The past few weeks have been fairly routine with locates picking up in the spring months.

### **Administration Report**

Nickie Holder informed the Board of the following regarding Accounting/Administration:

1. ***Banking*** – Ms. Holder recommends moving the District checking account funds to a new bank. Additional discussion regarding the process will be presented at the June board meeting.
2. ***Bank Transfer*** – Upon motion by Director Schlaebitz and seconded by Director Langowski, the Board approved a \$60,000 bank transfer from Colotrust to the District checking account to cover vendor payments and payroll during the month of May.

### **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 7:30 pm.

The next regular Board meeting will be held on Tuesday, June 13, 2023, 7:00 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

June 13, 2023, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### **Attendees:**

##### **Board Members**

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Bill Weisenborn, President  
Tony Langowski, Vice President – Absent (approved)  
Bruce Nicklow, Treasurer  
Ted Schlaebitz, Secretary  
Steve Drucker, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Anita Marchant of Coaty Marchant Woods PC., Dominic Monard, BFWD System Operator, and Brian Welch of EV Studio.

Upon motion of Director Nicklow and seconded by Director Schlaebitz, the approved Director Langowski's absence from the meeting.

#### **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 May 2023 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 13, 2023, checks for payment (4 to 0). **See Attached Schedule of Monthly Checks Paid for June 13, 2023.** Upon motion of Director Drucker and seconded by Director Nicklow the Board approved a \$10,000.00 bank transfer from Colotrust savings to the District checking account at Bank of the West (4 to 0).

#### **Guests**

None.

#### **Engineer's Report**

##### ***Lodgepole Main Extension***

Mr. Welch and Mr. Monard visited the site of the Lodgepole Drive project with the developer, Mr. Eidlen. It has been determined that the line will be installed further down the maintenance road than originally planned. The new location will provide better access to the main once installed. Mr. Welch has updated the cost estimate for 2023 pricing for this project as well.

## **Citizen Forum**

None.

## **Attorney's Report**

### ***Cross-Connection Policy Update***

Ms. Marchant circulated the current draft of the Cross-Connection policy to the Board, Mr. Monard and Mr. Welch, for their review prior to the Board meeting. Mr. Monard and Mr. Welch will meet with Ms. Marchant to update the policy for final approval. No action taken.

## **Maintenance Report**

### ***Road Issues Due to Weather***

There have been several roads in the district that have experienced sink holes or potholes due to the amount of rain and break repairs that has been happening in the area. Mr. Monard worked with John Noble to get gravel on the problem areas and pavement if necessary.

### ***Continuing Education***

Mr. Monard has been working on renewing Class S license this past month.

### ***Leak Detection Equipment***

Mr. Monard has met with a representative regarding new leak detection equipment. The new equipment is expensive, prior to purchasing Mr. Monard will check with a neighboring district to borrow their leak detection equipment to check on performance before purchasing for the district.

### ***Capital Project List***

The CIP list will need to be updated with the State before the end of the month, Mr. Monard is in the process of updating the list and will provide it to Ms. Holder once it is complete.

## **Administration Report**

Nickie Holder informed the Board of the following regarding Accounting/Administration:

1. ***Banking*** – Ms. Holder recommends moving the District checking account funds to a new bank. Additional discussion regarding the process will be presented at the July board meeting.
2. ***Online Customer Payments*** – Ms. Holder is working with the State to complete the necessary paperwork to move the online payments made by customers to the new platform.
3. ***CCR – Water Quality Report*** – The CCR is available and will be sent to the Board and Mr. Monard for review prior to posting on the District website and providing a copy to the water customers.
4. ***Newsletter – July 2023*** – Additions to the newsletter should be sent to Ms. Holder by June 23<sup>rd</sup>.

**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 7:26 pm.

The next regular Board meeting will be held on Tuesday, July 11, 2023, 7:00 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

\_\_\_\_\_  
Bill Weisenborn, President

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Tony Langowski, Vice President (Absent)

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

July 11, 2023, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### **Attendees:**

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Anita Marchant of Coaty Marchant Woods PC., Dominic Monard, BFWD System Operator, and Brian Welch of EV Studio.

#### **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 June 2023 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 July 11, 2023, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for July 11, 2023.**

#### **Guests**

None.

#### **Engineer's Report**

##### ***Lodgepole Main Extension***

Mr. Eidlen has delivered a 10% deposit to the District and the project will be noticed in the newspaper for bid.

#### **Citizen Forum**

None.

## **Attorney's Report**

### ***Cross-Connection Policy Update***

Ms. Marchant, Mr. Monard and Mr. Welch have made a final review of the Cross-Connection Policy to be included in the District Rules and Regulations. A final draft was provided to the board prior to the meeting. Upon motion by Director Langowski and seconded by Director Schlaebitz the board approved the Cross-Connection policy with additional suggested changes by Mr. Monard. The Cross-Connection Policy as well as the other updated Rules and Regulations will be compiled and updated by Ms. Marchant for publication on the District's website.

## **Maintenance Report**

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

1. 7128 Lodgepole Court – Property owner at 7128 Lodgepole Court has been working with Mr. Monard and Mr. Welch regarding the service line to be placed from the District's main line to the property at 7128 Lodgepole Court. Due to the elevation of the property and the low pressure that exists, a pump and pressure tank will need to be installed by the homeowner. The service line will need to be over 250ft. The property owner will need to provide the board with plans for the service line and pump and pressure tank prior to installation for approval.

## **Administration Report**

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

1. ***Banking*** – Ms. Holder recommends moving the District checking account funds to a new bank. Additional discussion regarding the process will be presented at the July board meeting. Ms. Holder will work with Director Langowski to set up the new bank account at 1<sup>st</sup> Bank in Evergreen.
2. ***Online Customer Payments*** – Ms. Holder is working with the State to complete the necessary paperwork to move the online payments made by customers to the new platform. Ms. Holder is waiting for the new documentation from the State to move forward with the online account.
3. ***2022 Audit Extension*** – Ms. Holder has recommended that an extension be filed in order to complete the necessary audited financials for approval by the board. Upon motion by Director Drucker, seconded by Director Langowski the board approved the audit extension for the 2022 audit.

## **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 7:35 pm.

The next regular Board meeting will be held on Tuesday, August 8, 2023, 7:00 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

August 8, 2023, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:00 pm.

#### **Attendees:**

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Anita Marchant of Coaty Marchant Woods PC., Dominic Monard, BFWD System Operator, and Brian Welch of EV Studio.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Schlaebitz and seconded by Director Langowski, the Board approved the July 2023 meeting minutes (5 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Drucker and seconded by Director Nicklow the Board approved the August 8, 2023, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for August 8, 2023.**

#### **Guests**

None.

#### **Engineer's Report**

##### ***Lodgepole Main Extension***

The Notice of bid for the Lodgepole Main Extension project (Mr. Eidlen - developer) will run in the Canyon Courier on August 10, 2023, and August 17, 2023. Once the bids have been received Mr. Welch and Mr. Monard will update the board on the project process.

#### **Citizen Forum**

None.

## **Attorney's Report**

### ***District Rules and Regulations Document Update***

Ms. Marchant will add the amendments that the Board has passed the past couple of months and provide the complete document to Ms. Holder to post on the website.

### ***Design of Service Line***

Mr. Welch asked the Board if a resident asks the design work to be done by their service line would this be appropriate? The Board would prefer not to be involved. If Mr. Welch performed the design work through his company that would be appropriate. The Board would rather a list of contractors suitable to perform the work be made available to the resident for them to determine who they would like to use for their project.

## **Maintenance Report**

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

1. ***7251 Timber Trail*** – The service line installation for this property went smooth, the contractor did a good job, Mr. Monard inspected the project for the District.
2. ***Power Pole Locates*** – Mr. Monard has been completing locates for the installation of power poles. The power pole near well 6 has been replaced. The new poles have been installed with fire protection in mind, the transformers have been updated to short less and give off less sparks.
3. ***Stop boxes*** – Residents have been contacting Mr. Monard to check their stopbox location and operation status.
4. ***Stevenson Dam/Culvert*** – In 2015, the Board discussed the maintenance responsibility of this culvert. Ms. Holder will provide the specific minutes when the topic was discussed to Ms. Marchant, in order for the District to have the documents handy if any questions come up about maintenance in the future.

## **Administration Report**

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

1. ***Banking*** – The new checking account will be set up this week by Board Treasurer and new checks will be available for the new checking account to use in September.
2. ***Online Customer Payments*** – President Weisenborn will sign the SIPA agreement and the District will move forward with the online payment portal process. Ms. Holder will update the Board at the September board meeting.

## **Reports from the Board**

The Board members will discuss new Board officers at the September meeting.

**Comments from the Floor**

None.

**Adjournment**

There being no further business to come before the Board, the meeting ended at 7:51 pm.

The next regular Board meeting will be held on Tuesday, September 12, 2023, 7:00 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

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Bill Weisenborn, President

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Tony Langowski, Vice President

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Steve Drucker, Director

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Bruce Nicklow, Treasurer

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Ted Schlaebitz - Secretary

## RECORD OF PROCEEDINGS

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

September 12, 2023, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by Vice President Tony Langowski at 7:01 pm.

#### **Attendees:**

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Anita Marchant of Coaty Marchant Woods PC., Dominic Monard, BFWD System Operator, Brian Welch of EV Studio

Guests: Debi Lundquist.

#### **Election of Officers**

President Bill Weisenborn will be stepping down from his position as Board President and member of the Board as he has sold his home in the District. The remaining Board members elected new officers as follows:

*President* – upon motion of Director Schlaebitz and seconded by Director Nicklow the Board approved Director Langowski to become President (4 to 0).

*Vice President* – upon motion of Director Langowski and seconded by Director Nicklow the Board approved Director Schlaebitz to become Vice President (4 to 0).

*Treasurer* – upon motion of Director Schlaebitz and seconded by Director Langowski the Board approved Director Nicklow to remain as Treasurer (4 to 0).

*Secretary* – upon motion of Director Schlaebitz and seconded by Director Langowski the Board approved Director Drucker to become Secretary.

#### **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 August 2023 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 September 12, 2023, checks for payment (4 to 0). **See Attached Schedule of Monthly Checks Paid for September 12, 2023.**

## **Guests**

Debi Lundquist joined the meeting to discuss her interest in the vacant board seat. Debi gave information on her work background. Ms. Marchant will have her office run a due diligence check on Debi's eligibility to become a board member and the Board will appoint a new board member to the vacancy at the October Board meeting.

## **Engineer's Report**

### ***Lodgepole Main Extension***

Two bids were received for the RFP for the Lodgepole developer project. One bid came in at \$232,788, the second bid submitted was for \$731,869. After discussion, upon motion of Director Drucker and seconded by Director Schlaebitz, the Board approved the bid of \$232,788 submitted by Jim Noble, Inc. (4 to 0).

### ***Service Line Extension Request***

The property owner at 7128 Lodgepole Court has requested an extension to their service line of up to 450 feet. Per the Rules and Regulations of the District, a service line over 250 feet is required to be approved by the District Board. Upon motion by Director Schlaebitz and seconded by Director Drucker, the Board approved the request for the 450 foot service line for 7128 Lodgepole Court (4 to 0).

## **Citizen Forum**

None.

## **Attorney's Report**

### ***District Rules and Regulations Document Update***

Ms. Marchant has the rules and regulations updates ready for the District, she will provide them to Ms. Holder to put onto the website.

### ***Customer Liens***

Ms. Holder identified 4 customer liens to be placed if customers did not pay outstanding balances on their readiness-to-serve invoices by October 31, 2023. Ms. Holder will work with Ms. Marchant to get the letters sent out to the customer to inform them of the possible lien if payment is not received by end of October.

### **Cross-Connection Violation**

Mr. Monard brought up concerns that the two commercial properties in the district may not be cooperating with State backflow testing requirements. If the backflow testing requirements are not met by October 1<sup>st</sup>, the District will shut off the water at the two locations and shut off and associated fees will apply. Ms. Marchant will draft a letter to the property owners to inform them of the shut off date.

### **Maintenance Report**

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

1. **2023 State Testing** – 2023 State Testing has been completed and the District is awaiting the results.
2. **Power Pole Locates** – Locates are increasing in the District due to continued power pole locates as well as customers wanting to locate their stopbox before the winter.
3. **Stevenson Dam/Culvert** – At the previous board meeting the Board the Board discussed the maintenance responsibility of this culvert, as discussed previously in 2015. It appears that the culvert is now being prepped for repair by the property owner.

### **Administration Report**

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

1. **Banking** – Upon motion by Director Drucker and seconded by Director Schlaebitz, the board approved one signature on all checks as satisfactory (4 to 0).
2. **2024 Budget Draft** – The 2024 Budget Draft will be presented at the October meeting.
3. **Special Meeting** – The Board discussed a special meeting later in the month to approve the 2022 audit, the report is due to the State Auditor’s Office by September 30, 2023.

### **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 8:45 pm.

The next regular Board meeting will be held on Tuesday, October 10, 2023, 7:00 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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Director - Vacant

## RECORD OF PROCEEDINGS

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

September 27, 2023, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Tony Langowski at 7:00 pm.

#### Attendees:

#### Board Members

Tony Langowski, President  
Ted Schlaebitz, Vice President  
Bruce Nicklow, Treasurer

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc.

#### **2022 Financial Statement Audit**

The Board discussed the 2022 financial statement audit that was provided to them by the auditor for review. Upon motion by Director Schlaebitz and seconded by Director Nicklow, the Board approved the 2022 Financial Statement Audit report (3 to 0).

#### **Adjournment**

There being no further business to come before the Board, the meeting ended at 7:11 pm.

The next regular Board meeting will be held on Tuesday, October 10, 2023, 7:00 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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Bruce Nicklow, Treasurer