

## RECORD OF PROCEEDINGS

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

January 9, 2024, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

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

#### Attendees:

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Dominic Monard, BFWD System Operator, and John Coaty, Dylan Woods and Rachael Wachs of Coaty and Wood P.C.

District Resident – Debi Lundquist

#### **Guests**

No comments.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Schlaebitz and seconded by Director Moston, the Board approved the Regular December 2023 meeting minutes with changes (5 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Drucker and seconded by Director Schlaebitz the Board approved the January 9, 2024, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for February 9, 2024.**

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

No updates, the District construction projects will commence in February/March 2024.

### **Citizen Forum**

None.

### **Attorney's Report**

No updates.

### **Maintenance Report**

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

1. ***Main Break – Aspen Meadow*** – A main break on Aspen Meadow was quickly found at the end of December. A crew was mobilized very quickly, the repair was made and the water was turned back on to residents within a few hours.
2. ***4<sup>th</sup> Quarter Tank Inspection*** – Inspections have been completed and no issues were observed.

### **Administration Report**

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

1. ***2024 Budget*** – The updated property tax revenue amounts were updated in the 2024 budget and provided to the Board for review prior to the meeting. Upon motion by Director Drucker and seconded by Director Schlaebitz, the Board approved the 2024 Budget (5 to 0).
2. ***Banking – Bill Pay and Zelle Payments*** – Ms. Holder asked the Board if they would like to move forward with offering Zelle payments for service charges as a payment option, as well as payments to vendors via online banking rather than paper checks. The Board agreed to move forward. Director Nicklow and Ms. Holder will work with First Bank to setup these two options online.
3. ***Brook Forest Inn*** – Ms. Holder will follow up with the Brook Forest Inn regarding open balance due on account.

### **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 8:02 pm.

The next regular Board meeting will be held on Tuesday, February 13, 2024, 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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Bill Moston, Director

## RECORD OF PROCEEDINGS

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

February 13, 2024, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

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

#### Attendees:

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., and Rachael Wachs of Coaty and Wood P.C.

District Resident – Debi Lundquist

#### **Guests**

No comments.

#### **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 December 2023 meeting minutes with changes (5 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Schlaebitz and seconded by Director Drucker the Board approved the February 13, 2024, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for February 13, 2024.**

Director Drucker asked that Jim Noble, Inc. invoices provide additional details.

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

Construction projects will commence at the end of February and will start with the developer project, once complete the Brook Forest Road main replacement project will begin in April.

### **Citizen Forum**

None.

### **Attorney's Report**

No updates.

### **Maintenance Report**

1. District coverage – Mr. Monard has been working with EV Studio to ensure coverage during his vacation in March.

### **Administration Report**

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

1. **Banking – Bill Pay and Zelle Payments** – Online bill pay has been set up as well as the Zelle payment option for customers.
2. **Brook Forest Inn** – Ms. Holder will follow up with the Brook Forest Inn regarding open balance due on account.

### **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 7:31 pm.

The next regular Board meeting will be held on Tuesday, March 12, 2024, 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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Bill Moston, Director

## RECORD OF PROCEEDINGS

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

March 12, 2024, 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**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., and Rachael Wachs of Coaty and Wood P.C.

District Resident – Debi Lundquist

#### **Guests**

No comments.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Schlaebitz and seconded by Director Nicklow, the Board approved the Regular February 2024 meeting minutes with changes (5 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Drucker and seconded by Director Schlaebitz the Board approved the March 12, 2024, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for March 12, 2024.**

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

Mr. Welch provided the Board with an update on the construction project dates: 1) Developer project on Lodgepole will begin the end of March/beginning of April, 2) Timber Trail project to begin around April 15<sup>th</sup>, followed by 3) Brook Forest Road and 4) Brook Forest Drive. Projects 3 and 4 will have a better start date once the Timber Trail project begins. Mr. Welch will provide a weekly update on construction via email once the projects are underway.

Mr. Welch is currently taking care of the District operations while Mr. Monard is on vacation, returning April 16<sup>th</sup>.

### **Citizen Forum**

None.

### **Attorney's Report**

No updates.

### **Maintenance Report**

No updates. See Engineer's Report.

### **Administration Report**

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

1. ***Banking – Bill Pay and Zelle Payments*** – Online bill pay has been set up as well as the Zelle payment option for customers.
2. ***Brook Forest Inn*** – Ms. Holder will follow up with the Brook Forest Inn regarding open balance due on account.

### **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 7:36 pm.

The next regular Board meeting will be held on Tuesday, April 9, 2024, 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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Bill Moston, Director

## RECORD OF PROCEEDINGS

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

April 9, 2024, 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**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., and Rachael Wachs of Coaty and Wood P.C.

District Resident – None

#### **Guests**

No comments.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Schlaebitz and seconded by Director Nicklow, the Board approved the Regular March 2024 meeting minutes with changes (5 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Moston the Board approved the April 9, 2024, checks for payment (5 to 0). **See Attached Schedule of Monthly Checks Paid for April 9, 2024.**

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

District Maintenance – EV Studio covered the District maintenance over the past month while Mr. Monard (System Operator) was on vacation. Overall maintenance was in good shape. During the past month there was a power outage that affected the system. The District did not run out of water and EV Studio was able to bring the water tank levels back online quickly. The Board members inquired as to how long the system could be down before the District was out of water. Upon motion of Director Moston and seconded by Director Schlaebitz the Board approved an action

plan be put together for the system in case a power outage happens again.

Construction Update – The developer project continues, the contractor is in about 250 feet of replaced water main. Today the air release valve was installed.

### **Citizen Forum**

None.

### **Attorney's Report**

Brook Forest Inn – Mr. Welch will follow up with Noble, Inc. (project contractor) as to the cost of installing a new curb stop. Mr. Welch will wait until Mr. Monard comes back to town to discuss with the contractor.

Memorandums – Ms. Wachs will provide the District with memorandums applicable to special district law regarding supreme court cases, open meetings law, etc.

### **Maintenance Report**

No updates. See Engineer's Report.

### **Administration Report**

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

Audit – Ms. Holder will work with the auditor over the next couple of months to provide documentation for the 2023 financial statement audit.

Annual CCR – Ms. Holder will send out the CCR (Water Quality Report) to the Board and Mr. Monard for review prior to posting on the District website and providing it to customers.

Board Documentation – Beginning with the May 2024 board meeting Ms. Holder will provide additional information to the board including a balance sheet, profit and loss and a customer aging report.

### **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 8:10 pm.

The next regular Board meeting will be held on Tuesday, May 14, 2024, 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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Bill Moston, Director

## RECORD OF PROCEEDINGS

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

May 14, 2024, 7:00 p.m.

Via ZOOM Video/Telephone Conference

#### Attendees:

##### Board Members

Tony Langowski, President  
Ted Schlaebitz, Vice President  
Bruce Nicklow, Treasurer  
Steve Drucker, Secretary  
Bill Moston, Director – approved absence

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., and Rachael Wachs of Coaty and Wood P.C.

District Resident – Richard Dern

#### Board Attendance

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

The Board approved the absence of Director Moston, upon motion by Director Schlaebitz and seconded by Director Drucker (4 to 0).

#### 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 April 2024 meeting minutes with changes (4 to 0).

#### Accounts Payable

After discussion of the invoices, upon motion of Director Schlaebitz and seconded by Director Drucker the Board approved the May 14, 2024, checks for payment (4 to 0).

### **Engineer's Report**

Timber Trail Road main replacement project is currently in process, the project began at the intersection of Timber Trail Road and Timber Ridge Road. The construction is going as planned, not a lot of blasting to begin the project. Once the Timber Trail main replacement project has been completed the contractor will begin work on Brook Forest Drive and then Brook Forest Road main replacement projects.

Brook Forest Inn curb stop needs to be replaced at the cost of the property owner. The owner currently has an outstanding balance with the District, per the District's Rules and Regulations the District has the authority to turn a customer's water off for non-payment. Mr. Monard will discuss the cost of a new curb stop installation with Mr. Noble (contractor). Once the cost is provided a letter will be sent to the owner of the Brook Forest Inn regarding payment for the cost of the new curb stop installation.

### **Citizen Forum**

Mr. Dern joined the Board meeting to discuss his concerns regarding communication from the District during the current construction project taking place on Timber Trail Road. Going forward Mr. Monard will provide weekly construction updates to the Board for review. Ms. Holder will send out construction updates twice per month to the residents via email as well as post updates on social media and the District's website. Mr. Dern left the meeting at 7:25 p.m.

### **Attorney's Report**

Construction Agreement – Ms. Wachs requested an executed copy of the final contract between the District and Jim Noble, Inc. (contractor) for the three main replacement projects taking place in the District this summer. Ms. Holder will work with EV Studios to get a copy of the agreement to Ms. Wachs.

### **Maintenance Report**

No updates. See Engineer's Report.

### **Administration Report**

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

Annual CCR – Ms. Holder sent out the CCR (Water Quality Report) to the Board and Mr. Monard for review. No comments from the Board, once Mr. Monard has reviewed the final copy will be available online and sent out via email and hard copy to the BFWD customers.

BMO Checking Account – Ms. Holder recommends transferring \$55,000 from the District’s old BMO checking account to the new First Bank Checking account. Once all amounts have cleared the BMO checking account, the Board can approve to close the account. Upon motion by Director Drucker and seconded by Director Schlaebitz, the Board approved the transfer of \$55,000 (4 to 0).

**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 8:47 pm.

The next regular Board meeting will be held on Tuesday, June 11, 2024, 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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Bill Moston, Director - Absent

## RECORD OF PROCEEDINGS

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

June 11, 2024, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

#### Attendees:

##### Board Members

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., and Rachael Wachs of Coaty and Wood P.C.

#### Board Attendance

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

#### 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 2024 meeting minutes with changes (5 to 0).

#### Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Drucker the Board approved the June 11, 2024, checks for payment (5 to 0).

#### Engineer's Report

Timber Trail Road main replacement project is currently in process, the project is approximately 80% done next week once the line is disinfected the contractor will be ready to tie into customer service lines next week. Mr. Monard will coordinate communication of the water shut off with Ms. Holder in order to get the day and time out to the residents.



### **Citizen Forum**

None.

### **Attorney's Report**

Ms. Wachs is preparing a draft letter to Brook Forest Inn regarding past due balance owed and possible property lien is balance is not paid. In addition, the cost of the new curb stop and installation will be added if the contractor invoice is not paid in full once project is completed.

### **Maintenance Report**

No updates. See Engineer's Report.

### **Administration Report**

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

Annual CCR – Ms. Holder will post the annual CCR to the District website and sent out to the residents via email and hard copy with the 3<sup>rd</sup> quarter invoices.

Newsletter – Ms. Holder will draft the newsletter for the 3<sup>rd</sup> quarter and email to the board for review by the end of the month.

### **Reports from the Board**

Board discussed communication for the next main replacement project on Brook Forest Road and Drive. The Board wants to make sure that the information for the projects is provided on a timely basis so that all residents are informed and can plan accordingly for road closures and water shut offs.

### **Comments from the Floor**

None.

## **Adjournment**

There being no further business to come before the Board, the meeting ended at 7:29 pm.

The next regular Board meeting will be held on Tuesday, July 9, 2024, 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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Bill Moston, Director - Absent

## **RECORD OF PROCEEDINGS**

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

July 9, 2024, 7:00 p.m.

Via ZOOM Video/Telephone Conference

#### **Attendees:**

##### **Board Members**

Tony Langowski, President – Absent -excused  
Ted Schlaebitz, Vice President  
Bruce Nicklow, Treasurer  
Steve Drucker, Secretary  
Bill Moston, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., Rachael Wachs of Coaty and Wood P.C., and Dominic Monard, BFWD Operator.

#### **Board Attendance**

The meeting was called to order by Vice President Ted Schlaebitz at 7:00 pm. Upon motion by Director Drucker and seconded by Director Nicklow, the Board approved President Langowski's absence.

#### **Guests**

None.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Nicklow and seconded by Director Drucker, the Board approved the Regular June 2024 meeting minutes with changes (4 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Moston and seconded by Director Nicklow the Board approved the July 9, 2024, checks for payment (4 to 0).

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

Brook Forest Drive Water Replacement Project – Monday, July 22<sup>nd</sup> will be the start date for the project. During construction the road will be down to a single lane. Ms. Holder will post on the district's social media as well as send out emails to residents informing them of any water shut offs and/or any construction updates.

Service Line Length – The engineer for the homeowners located at 32614 Lodgepole Circle has reached out to the BFWD Engineer to request that the service line at this address be extended past the allowed 250 feet per the District Rules and Regulations. The request is for a service line of up to 390 feet. Mr. Welch (BFWD’s engineer) has reviewed the overall length and understands the layout of the requested service line. The request has been made to the Board for the extension. Mr. Welch recommends that the Board approve the extension, however, it should be noted that it is outside of the District’s review to judge what the appropriate home pressure is for each home owner and the assumptions of tank level but would highly advise the resident’s engineer that he should inform his clients of the pressure and associated fluctuations so that they are aware.

Upon motion by Director Moston and seconded by Director Nicklow the Board approved the service line extension at 32614 Lodgepole Circle.

### **Citizen Forum**

None.

### **Attorney’s Report**

Brook Forest Inn – Ms. Wachs and Ms. Holder are working to finalize the letter to Mr. Stull regarding outstanding balances due, as well as additional costs due to the replacement of his curb stop. Ms. Wachs will send out the letter once finalized.

### **Maintenance Report**

Tank Inspection – 2<sup>nd</sup> Quarter – inspections were performed and no issues found.

Backflow Testing – Backflow testing regulations have been updated through the State legislature and have to now be performed by a licensed plumber.

### **Administration Report**

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

Audit 2023 – Ms. Holder has requested that the Board approve an audit extension for the 2023 audit period. Upon motion by Director Drucker seconded by Director Nicklow the Board approved extension of the 2023 audit.

BMO Checking Account – Upon motion by Director Nicklow and seconded by Director Moston, the Board approved closure of the BMO checking account.

### **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 8:01 pm.

The next regular Board meeting will be held on Tuesday, August 13, 2024, 7:00 p.m.

Respectfully submitted,

*Nickie Holder*

Nickie Holder

Approved By:

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Tony Langowski, President - Absent

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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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Bill Moston, Director

## RECORD OF PROCEEDINGS

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

August 13, 2024, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

#### Attendees:

##### **Board Members**

Tony Langowski, President  
Ted Schlaebitz, Vice President – **approved absence**  
Bruce Nicklow, Treasurer  
Steve Drucker, Secretary  
Bill Moston, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., Rachael Wachs of Coaty and Wood P.C., and Dominic Monard, BFWD Operator.

#### **Board Attendance**

The meeting was called to order by President Tony Langowski at 7:00 pm. Upon motion by Director Drucker and seconded by Director Nicklow, the Board approved Director Schlaebitz's absence (4 to 0).

#### **Guests**

None.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Nicklow and seconded by Director Drucker, the Board approved the Regular July 2024 meeting minutes with changes (4 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Moston and seconded by Director Nicklow the Board approved the August 13, 2024, checks for payment (4 to 0).

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

Brook Forest Drive Water Replacement Project – Significant progress has been made during the last two weeks. The new 6" pipe has been installed on the south side of Brook Forest Drive, and the connection has been made to the existing water mains on Brook Forest Road and Little Cub.

Service Line Length– At the prior board meeting, the district discussed the request by the homeowners located at 32614 Lodgepole Circle to be allowed to extend their service line past the allowed 250 feet per the District Rules and Regulations. The Board asked for clarification in the minutes regarding the discussion. Ms. Holder will update the July 2024 board meeting minutes per Mr. Welch’s email and resend them to the Board for review.

Easement Inquiry – An individual who is looking to purchase property in BFWD reached out to the district to request an easement on district property to be able to use a road for access to the and he is considering purchasing. After discussion, the district board asked that Mr. Welch and Ms. Wachs discuss the pros and cons of whether the easement was granted. They will reach out to the individual with further questions. No action taken.

### **Citizen Forum**

None.

### **Attorney’s Report**

Property Liens – Ms. Wachs is working with Ms. Holder to send out certified letters informing customers that their property will have a lien placed on it if payment is not made in full. Ms. Holder will provide the list by the end of the month.

### **Maintenance Report**

No further update.

### **Administration Report**

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

Audit 2023 – The audit is in process and will be completed for review in September.

### **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 7:34 pm.

The next regular Board meeting will be held on Tuesday, September 10, 2024, 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 - Absent

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Steve Drucker, Secretary

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Bruce Nicklow, Treasurer

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Bill Moston, Director



## **RECORD OF PROCEEDINGS**

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

September 10, 2024, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

#### **Attendees:**

##### **Board Members**

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Tony Langowski, President  
Ted Schlaebitz, Vice President - Absent  
Bruce Nicklow, Treasurer  
Steve Drucker, Secretary  
Bill Moston, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., Rachael Wachs of Coaty and Wood P.C., and Dominic Monard, BFWD Operator.

Residents: Debi Lundquist

#### **Board Attendance**

The meeting was called to order by President Tony Langowski at 7:00 pm. Upon motion by Director Moston and seconded by Director Drucker, the Board approved Director Schlaebitz's absence (4 to 0).

#### **Guests**

None.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Nicklow and seconded by Director Drucker, the Board approved the Regular August 2024 meeting minutes with changes (4 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Drucker the Board approved the September 10, 2024, checks for payment (4 to 0).

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

Brook Forest Drive Water Replacement Project – The project continues on schedule.  
Copper Service Line Inventory – Mr. Welch worked with Ms. Holder to have an email sent out to residents (or hard copy via US Mail) with a survey for the residents to provide information

regarding their service line material. If the District does not submit the information to the State by October 15, 2024, a plan has to be determined as to how the remaining service line inventory will be gathered.

### **Citizen Forum**

None.

### **Attorney's Report**

Property Liens – Letters went out to five customers who have a high balance due in accordance with the County guidelines, the customers were notified that if they did not pay by the end of October a lien will be certified with the County and collected via property taxes in 2025.

Cleverdon Easement – Mr. Welch and Ms. Wachs discussed the pros and cons of allowing an easement to the potential water customer. Ms. Wachs is waiting for a response from Mr. Cleverdon as to whether he will proceed with the purchase of the property in question.

### **Maintenance Report**

Annual 2024 sampling has been completed, waiting for results from laboratory.

Remote reader quotes are in the works.

Brook forest Inn Curb Stop Replacement – Customer has already prepaid for the cost of the curb stop installation. Mr. Monard will work with Noble, Inc. to coordinate the timing for this project.

### **Administration Report**

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

Audit 2023 – Upon motion of Director Moston and seconded by Director Nicklow, the Board approved the 2023 audit report once President Langowski takes a final review. Ms. Holder will coordinate filing the audit with the State Auditor's Office.

### **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 7:53 pm. Bill, Bruce

The next regular Board meeting will be held on Tuesday, October 8, 2024, 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 - Absent

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Steve Drucker, Secretary

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Bruce Nicklow, Treasurer

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Bill Moston, Director

## RECORD OF PROCEEDINGS

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

October 8, 2024, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

#### Attendees:

##### Board Members

Tony Langowski, President  
Ted Schlaebitz, Vice President  
Bruce Nicklow, Treasurer  
Steve Drucker, Secretary - Absent  
Bill Moston, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., Rachael Wachs of Coaty and Wood P.C., and Dominic Monard, BFWD Operator.

Residents: Debi Lundquist

#### Board Attendance

The meeting was called to order by President Tony Langowski at 7:00 pm. Upon motion by Director Schlaebitz and seconded by Director Nicklow, the Board approved Director Drucker absence (4 to 0).

#### Guests

None.

#### Approval of Minutes

After discussion of the prior month's minutes, upon motion by Director Schlaebitz and seconded by Director Moston, the Board approved the Regular September 2024 meeting minutes with changes (4 to 0).

#### Accounts Payable

After discussion of the invoices, upon motion of Director Moston and seconded by Director Schlaebitz the Board approved the October 8, 2024, checks for payment (4 to 0).

Bank Transfer for October vendor payments – upon motion of Director Moston and seconded by Director Nicklow the Board approved a transfer of \$50k from Colotrust savings to the District's checking account at First Bank (4 to 0).

### **Engineer's Report**

Brook Forest Drive Water Replacement Project – All water replacement projects are wrapping up.

Service Line Inventory - This project is in process, Mr. Welch and Mr. Monard are putting together an Action Plan that will be submitted to CDPHE. The Action Plan will provide the next steps the District will take to ensure the missing information about service lines is collected in the next few months. Data collection will include, but not limited to sending out general mailers, specific mailers and door knocking. The District currently has collected approximately one-third of the service line data needed.

Larry Eidlen – Evergreen Hills Fling, Block 9 – lot 2 – Mr. Eidlen has asked that the District relinquish the easement that the District has on this lot to him as there is a house to be built on that lot. Mr. Welch has asked Mr. Eidlen to send an up-to-date plat and a recording of the easement. No further action taken.

### **Citizen Forum**

None.

### **Attorney's Report**

Property Liens – Upon motion by Director Nicklow and seconded by Director Schlaebitz, the Board approved the = Resolution to certify the delinquent liens with Jefferson County, resolution # \_\_\_\_\_ approve the resolution (4 to 0).

Cleverdon Easement – Ms. Wachs reported that there has been no additional communication from Mr. Cleverdon,

### **Maintenance Report**

Water Main Replacement Projects – Now that the water main replacement pipe projects have been complete, Noble will begin the patch work tomorrow, the roads will be milled and paved. The work should be completed by the end of next week.

Brook Forest Inn Curbstop – Replacement of the curbstop will be performed later this week. The property owner has a deposit for this project with the District, if the cost is over the amount charged by the contractor, the property owner will be invoiced for the additional cost.

Culvert Barrier – Director Drucker pointed out prior to the meeting that there is a culvert on Brook Forest Drive, just down from the fire hydrant, which may cause problems with sliding in the winter when the weather comes. Mr. Monard will talk with Noble to see if a barrier can be placed on the culvert.

### **Administration Report**

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

Audit 2023 – The audit report was submitted to the State by September 30, 2024.

2025 Budget – The draft budget was presented to the board for review.

### **Reports from the Board**

None.

### **Comments from the Floor**

The Board thanked Mr. Monard for his work on the water replacement projects over the past few months.

### **Adjournment**

There being no further business to come before the Board, the meeting ended at 8:10pm. Upon motion by Director Moston, seconded by Director Schlaebitz the meeting was adjourned.

The next regular Board meeting will be held on Tuesday, November 12, 2024, 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 - Absent

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Bruce Nicklow, Treasurer

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Bill Moston, Director

## RECORD OF PROCEEDINGS

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

November 12, 2024, 7:00 p.m.  
Via ZOOM Video/Telephone Conference

#### Attendees:

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., Rachael Wachs of Coaty and Wood P.C., and Dominic Monard, BFWD Operator.

Residents: Debi Lundquist

#### **Board Attendance**

The meeting was called to order by President Tony Langowski at 7:00 pm. Upon motion by Director Drucker and seconded by Director Schlaebtiz, the Board approved Director Moston's absence (4 to 0).

#### **Guests**

None.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Bruce and seconded by Director Schlaebtiz, the Board approved the Regular October 2024 meeting minutes with changes (4 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Schlaebitz and seconded by Director Drucker the Board approved the November 12, 2024, checks for payment (4 to 0).

### **Engineer's Report**

Main Replacement Projects – Mr. Welch Brian gave the Board an overview of all three completed main replacement projects with costs per foot. Mr. Welch is currently working on getting estimated costs for the 2” galvanized line for the next project in 2025 or 2026.

Service Line Inventory - This project is in process, Mr. Welch and Mr. Monard have put together an Action Plan that was submitted to CDPHE. Mailings will be sent out to residents who have not completed the survey to date.

Larry Eidlen – Evergreen Hills Fling, Block 9 – lot 2 – Mr. Eidlen has asked that the District relinquish the easement that the District has on this lot to him as there is a house to be built on that lot. Well records from the State are being reviewed for well placement.

### **Citizen Forum**

Debi Lundquist – Ms. Lundquist asked questions regarding the recent main breaks as well as if the District is going to be installing meters on all the homes in the District in the future. The District does not currently have any plans to install meters.

### **Attorney's Report**

No updates.

### **Maintenance Report**

Sanitary Survey – The Sanitary Survey will be performed by the State in January 2025. The process will include review of documentation provided by the District as well as an onsite visit, which will last about 6 or 7 hours.

### **Administration Report**

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

2025 Budget Draft – The Board discussed the water rates and employee salary package. The final 2025 budget will be approved at the December meeting.

Brook Forest Inn – Ms. Holder discussed the current situation with the Board, the backflow testing has not been completed for the two properties owned by Mr. Stall. Fines per the District Rules and Regulations have been added to Mr. Stall's accounts and the water has been shut off.



Everwild Outdoor Learning – Director Drucker asked that Ms. Holder investigate the potential business at a district property to find out if it may need to have a meter installed and billed as a commercial use customer.

### **Reports from the Board**

None.

### **Comments from the Floor**

**The Board discussed capital projects in future years with the current water rates. Ms. Holder will prepare a forecast/projection for the next 10 years plus for the Board to review and discuss at the December board meeting.**

### **Adjournment**

There being no further business to come before the Board, the meeting ended at 8:32 pm. Upon motion by Director Schlaebitz, seconded by Director Drucker the meeting was adjourned.

The next regular Board meeting will be held on Tuesday, December 10, 2024, 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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Bill Moston, Director - Absent

## RECORD OF PROCEEDINGS

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

December 10, 2024, 7:00 p.m.

Via ZOOM Video/Telephone Conference

#### Attendees:

##### **Board Members**

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

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Brian Welch of EV Studio, Inc., Rachael Wachs of Coaty and Wood P.C., and Dominic Monard, BFWD Operator.

Residents: Debi Lundquist

#### **Board Attendance**

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

#### **Guests**

None.

#### **Approval of Minutes**

After discussion of the prior month's minutes, upon motion by Director Nicklow and seconded by Director Drucker, the Board approved the Regular November 2024 meeting minutes with changes (5 to 0).

#### **Accounts Payable**

After discussion of the invoices, upon motion of Director Drucker and seconded by Director Schlaebitz the Board approved the December 10, 2024, checks for payment (5 to 0).

### **Engineer's Report**

Service Line Inventory - This project is in process, Mr. Welch, Mr. Monard and Ms. Holder continue to receive data from residents.

### **Citizen Forum**

None.

### **Attorney's Report**

Ms. Wachs provided the Board with an update on lien letter to be sent to the owner of the Brook Forest Inn and Chalets.

### **Maintenance Report**

Mr. Monard updated the Board on the main break that occurred on St. Moritz earlier in the month.

### **Administration Report**

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

2025 Rates – The Board discussed the rate increases for water service fees and readiness-to-serve fees for 2025. Upon motion by Director Drucker, seconded by Director Schlaebitz the Board approved a rate increase of \$10 per month for water service fees and \$5 per month for readiness-to-serve fees.

2025 Budget Public Hearing – President Langowski opened the public hearing at 7:51 p.m., no comments from the public, the hearing was closed at 7:52 p.m.

2025 Budget Resolutions – Upon motion by Director Nicklow, seconded by Director Schlaebitz the Board approved the resolutions below:

#12/24-1 – Resolution to Adopt the 2025 Budget

#12/24-2 – Resolution to Set the Mill Levy

#12/24-3 – Resolution to Appropriate Sums of Monies

2024 Financial Statement Audit Engagement Letter – Upon motion by Director Schlaebitz, seconded by Director Moston the Board approved the audit engagement Letter with Scott Wright. Ms. Holder will provide the letter to the Board President for signature.

### **Reports from the Board**

2025 Meeting Dates/Times – Upon motion by Director Drucker, seconded by Director Moston the Board approved to keep the board meetings on the second Tuesday of each month, and move the meeting start time to 5:30 p.m.

### **Comments from the Floor**

None.

### **Adjournment**

There being no further business to come before the Board, the meeting ended at 8:13 pm. Upon motion by Director Drucker, seconded by Director Schlaebitz the meeting was adjourned.

The next regular Board meeting will be held on Tuesday, January 14, 2024, 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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Bill Moston, Director