

Coaty RECORD OF PROCEEDINGS

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

January 11, 2022, 7:00 p.m.
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:02 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director - **Absent**

Other attendees: Mr. Dominic Monard, District System Operator, Ms. Anita Marchant of Coaty Marchant Woods P.C., and Ms. Nickie Holder of NMHolder Financial, Inc.

Absence

Upon motion by Director Langowski and seconded by Director Ramsey the Board approved the absence of Director Schlaebitz at the January 11, 2022 board meeting.

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Nicklow, the Board approved the December 2021 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the January 11, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for January 11, 2022.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Attorney Transition: Anita Marchant will meet with Dick Scheurer later this month to pick up the district's files and to discuss any questions Anita may have.

Maintenance Report

Dominic informed the Board of the following regarding maintenance and operations:

1. 2022 Capital Project Road Survey – the survey has been completed by EV Studio, the district's engineers. The weather hindered the survey process a bit; however, the plans will be complete for review by Dominic and the board by the end of January or early February.
2. 4th Quarter Tank Inspections - were done at the end of 2021, no issues were noted. In springtime or early summer Marine Diving Solutions will perform a comprehensive tank inspection – Marine Diving Solutions sprint/early summer.
3. Contractor Inquiries – Dominic has been approached by a contractor who would like to discuss combining several lots in the district as well as the best way to connect the property service line to the districts mainline. Dominic will keep the board informed about the progress on discussions with the contractor.

Administration Report

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

1. Resolution #1/22-1 – Upon motion by Director Langowski and seconded by Director Nicklow, the board approved to the resolution to Calling for the 2022 Election and Adopting a Designated Election Official. A call for nomination will be published in the local newspaper the last week of January and on the website.
2. Coaty Marchant Woods Legal Representation Agreement – Upon motion by Director Langowski and seconded by Director Nicklow, the board approved the legal representation agreement.

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 7:41 pm.

The next regular Board meeting will be held on Tuesday, February 8, 2022, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Absent

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

February 8, 2022, 7:00 p.m.
Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:02 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Ms. Anita Marchant of Coaty Marchant Woods P.C., and Ms. Nickie Holder of NMHolder Financial, Inc.

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Ramsey and seconded by Director Schlaebitz, the Board approved the January 2022 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Langowski the Board approved the February 8, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for February 8, 2022.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Perspective Resident

Ms. Marchant has been in communication with a perspective resident that is interested in purchasing property near the district water tank. Mr. Monard wants to ensure the individual is aware that the tank needs to be available for access all year round, tank inspections need to be done

annually. The potential service line that will be installed from the district's main to the home once connected could be as much as 500 feet, which is over the distance per the district's rules and regulations of 300 feet. Approval will have to be given by the board once the plans are reviewed in the future. Ms. Marchant will continue to work with the perspective resident with any additional questions that may arise.

Maintenance Report

Dominic informed the Board of the following regarding maintenance and operations:

1. Resident Water Leaks – A leak was detected, and Mr. Monard brought up a leak detection specialist, a contractor dug down in the location without any success, the area was bone dry. It was later determined that the water leak was found in a resident's service line, the cost of the repairs will be the cost of the resident (per district rules and regulations). Ms. Holder will send the resident a letter with a copy of the district rules and regulations, noting the specific section pointing to the responsibility of payment. Ms. Monard will notify the district if there are any issues with the resident paying the invoice from the vendor.
2. Forest Estates Paving – Mr. Monard has stayed connected with the County to be kept up to date as to when the County will be paving the road. Need to keep in mind that the Habitat for Humanity home will need to be made aware of the paving schedule so that they can tie in before the paving is done.
3. Guardrail Near Well #6 – There have been several car crashes around well #6 area, Mr. Monard has reached out to the County in hopes of having a guardrail put up for cars traveling on the road as safe, especially when the weather is bad.

Administration Report

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

1. District Credit Card – Ms. Holder suggested to the board that Admin credit card be cancelled, and all recurring payments be moved to the Operator's credit card. There have been issues with the credit card company correctly posting monthly payments and not adjusting when Ms. Holder calls the credit card company. The board agrees, Ms. Holder will move the recurring transactions to one credit card and close the admin credit card.
2. May 2022 Election – Self-Nomination forms are due on February 25th by the end of the day. If there are no write-in candidates by February 28th by the end of the day the election will be cancelled. Ms. Holder will keep the board posted.
3. Bank of the West Banking – Ms. Holder will provide the board with a couple of names of other banks to possibly change to going forward.

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 7:54 pm.

The next regular Board meeting will be held on Tuesday, March 8, 2022, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

March 8, 2022, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:03 pm.

Attendees:

Board Members

Bill Weisenborn, President
Tony Langowski, Vice President
Bruce Nicklow, Treasurer
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Mr. Dominic Monard, District System Operator, Ms. Anita Marchant of Coaty Marchant Woods P.C., and Ms. Nickie Holder of NMHolder Financial, Inc.

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the March 8, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for March 8, 2022.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

May 2022 Election – The election has been cancelled, as required, a notice was published in the local newspaper, provided to Jefferson County and was post on the website. Oaths of office will need to be sent to the Department of Local Affairs within 30 days of the date of the election. Ms.

Marchant will work with Ms. Holder to ensure that the Oaths of Office are notarized file accordingly.

District Banking – Ms. Holder discussed moving the district checking account to a new bank. Ms. Marchant used Evergreen National Bank and feels they would be a good choice. Ms. Holder will contact Evergreen National Bank to determine how deposits can be made outside of the Evergreen area, she will provide findings to the Board at the April meeting.

Maintenance Report

Dominic informed the Board of the following regarding maintenance and operations:

1. Resident Water Leaks – Two resident service lines were repaired in the last month.
2. District Training – Mr. Monard has continued training for services when he is out of town to ensure that the district operations are maintained while he is away. Mr. Monard plans to be out of town beginning the first part of April.

Administration Report

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

1. District Credit Card – Ms. Holder suggested to the board that Admin credit card be cancelled, and all recurring payments be moved to the Operator’s credit card. There have been issues with the credit card company correctly posting monthly payments and not adjusting when Ms. Holder calls the credit card company. The board agrees, Ms. Holder will move the recurring transactions to one credit card and close the admin credit card.

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.

The next regular Board meeting will be held on Tuesday, April 12, 2022, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

April 12, 2022, 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
Ilse Ramsey, Director
Ted Schlaebitz, Director

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

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Ramsey, the Board approved the March 2022 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the April 12, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for April 12, 2022.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

May 2022 Election – Ms. Holder reported that the Oath's of Office for the re-elected directors would be coordinated with Ms. Marchant prior to the May 10, 2022, board meeting.

No report from Ms. Anita Marchant, Coaty Marchant Woods PC, as she was unable to attend the board meeting due to Wi-Fi connection issues.

Maintenance Report

Dominic informed the Board of the following regarding maintenance and operations:

1. No report as Mr. Monard is out of town on vacation. EV Studio is overseeing the district in Mr. Monard's absence. No issues to report.

Administration Report

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

1. Audit 2022 – Audit will begin later this month, beginning of May. Ms. Holder anticipates that a draft will be available in June for the Board's review and approval. The December 31, 2021 financial statement audit will be due to the State by July 31, 2022.
2. Bank of the West – At previous meetings Ms. Holder discussed with the board the possibility of moving the district checking account to a new bank due to the lack of support from Bank of the West and poor customer service. Ms. Holder received a call from a representative at Bank of the West and discussed her concerns. At this time the checking account will remain at Bank of the West as banking issues can be worked through with the bank contact.

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 7:25 pm.

The next regular Board meeting will be held on Tuesday, May 10, 2022, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

May 10, 2022, 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
Ilse Ramsey, Director
Ted Schlaebitz, Director

Other attendees: Ms. Nickie Holder of NMHolder Financial, Inc., Ms. Anita Marchant of Coaty Marchant Woods, PC, Mr. Brian Welch of EV Studios, and Mr. Brian Richie, District resident.

Election of Officers

Director Langowski nominated Director Weisenborn to remain as the President, seconded by Director Schlaebitz. Director Ramsey nominated Director Langowski to remain as Vice President, seconded by Director Schlaebitz. Director Langowski nominated Director Nicklow to remain as Treasurer, seconded by Director Schlaebitz. Director Langowski nominated Director Schlaebitz to become Secretary, seconded by Director Nicklow. All nominations were approved by the Board.

Guest

Mr. Ben Richie attended the meeting to discuss his plans to remodel his home and to confirm with the Board the need for a sprinkler system in his home per direction by the Evergreen Fire Protection District (EFPD). It is the Board's understanding that any new build or current homes that are being remodeled will have to add a sprinkler system to their plans as part of the fire code. The district's augmentation plan is for domestic use and not for fire flow, therefore a cistern will need to be installed on any property going forward for new build construction or homes that plan a remodel. Mr. Richie will discuss further with EFPD to ensure he has the correct information before moving forward with his project. He will keep the board informed.

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the May 10, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for May 10, 2022.**

Engineer's Report

While Mr. Monard has been on vacation, EV Studios has been overseeing district operations. Prior to the board meeting Mr. Brian Welch provided the board with an update on the operations. The design for the water main extension has been completed, he will review with Mr. Monard upon his return and then the following week the project will go out to bid. Mr. Monard will provide the board an update at the June meeting.

Citizen Forum

None.

Attorney's Report

May 2022 Election – Oaths of Office were filed prior to this board meeting for the re-elected directors, the filings were done with the Jefferson County Courts and the Department of Local Affairs.

Maintenance Report

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

1. While Mr. Monard has been on vacation, EV Studio has been doing the daily monitoring of all tanks, wells and pumps in the district each morning between 7-8am. In addition, they have done 9 locates and had on emergency service shut-off for a leak inside of a home.

Administration Report

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

1. Building Use Form – Church of the Hills – prior to COVID the district met in person at the Church of the Hills. Ms. Holder has been in communication with the Church in order to find out when they may allow in-person meetings to commence again. Ms. Holder has been provided with a Building Use Form in order to begin to use the space for meetings again at the Church when it is open back up for public meetings. Ms. Holder will complete and provide to the Church.

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 7:41 pm.

The next regular Board meeting will be held on Tuesday, June 14, 2022, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

June 14, 2022, 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
Ilse Ramsey, Director
Ted Schlaebitz, Director

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

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the June 14, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for June 14, 2022.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Ms. Marchant will review the water resume and discuss any water court cases that may affect the district with RESPEC. Ms. Marchant will report to the board at the July board meeting.

Maintenance Report

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

1. Other than regular maintenance and operations, Mr. Monard has been managing the repair of customer service lines due to holes found in the copper lines. In addition, a new service line will go in next week for Habitat for Humanity and 6 inch street valves will be replaced.
2. Dam releases have been performed this past month.
3. State copper and lead tests are up to date for the district and will not need to be performed again until 2024, they are done every three years.
4. The design for the main replacement project will be reviewed in the next couple of weeks to be put out to bid later this summer.
5. Marine Diving Solutions is set to perform the tank inspections next week.

Administration Report

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

1. 3rd Quarter Newsletter will go out the first week of July 2022, if there are any additions that the board would like to put into the newsletter send them to Ms. Holder by the end of June. The CCR report will go out to residents along with the newsletter. The CCR will be on the district website as well.
2. The Administrator credit card will be cancelled once the balance is reconciled with Bank of the West. Last auto payment to be moved to the Operator's credit card is the Verizon telephone payment.

Reports from the Board

None.

Comments from the Floor

Board discussed having a retirement party for Dick Scheurer (prior legal counsel) who retired at the end of 2021 in the fall.

Adjournment

There being no further business to come before the Board, the meeting ended at 7:33 pm.

The next regular Board meeting will be held on Tuesday, July 12, 2022, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

July 12, 2022, 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
Ilse Ramsey, Director – **Absent (unexcused)**
Ted Schlaebitz, Director

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

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Schlaebitz, the Board approved the June 2022 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Schlaebitz the Board approved the July 12, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for July 12, 2022.**

Upon motion of Director Schlaebitz and seconded by Director Langowski, the Board approved Director Nicklow (Board Treasurer) to transfer \$30,000 from the Colotrust savings account to the district checking at Bank of the West.

Engineer's Report

Water Main Replacement Project: Dominic Monard (District Operator) and Brian Welch (District Engineer) reviewed the final set of drawings for the two main extensions that have been budgeted to be completed in 2022. Due to the contractor schedules and the lack of availability to be put on a contractors schedule this fall, Dominic and Brian would like the bid documents to go out in August or September and have the construction window occur in Spring 2023. This would allow for a wider range of bidders and more competition. Brian will send out bidding forms to the board for review (Brian leaves at 7:30 p.m.).

Possible Water Main Extension: Dominic and Brian met with Mr. Larry Eidlen last week to discuss the possibility of extending the current district water main to his vacant lots they are currently not within 100 feet of the district's water main. Anita Marchant and Brian Welch will review the district's Rules and Regulations prior to the August board meeting when the topic will further be discussed.

Citizen Forum

None.

Attorney's Report

No items were noted on the May 2022 water resume pertaining to Brook Forest Water District. At the August board meeting the board will discuss the possibility of charging a fee to close the gap between the current Tap fee and the Tap fee that was paid by the resident many years prior at a much lower rate.

Maintenance Report

President Weisenborn informed the Board of the following regarding maintenance and operations:

1. Dominic is currently working with Xcel Energy as there appears to be a transformer out at well number 5. Dominic will update the board once he has additional information.

Administration Report

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

1. 2021 Financial Statement Audit is wrapping up, a draft should be available by the end of the month for board member review.
2. Website to be updated by the end of July 2022 with all current documents.

Reports from the Board

Board members discussed an email and telephone call from Director Ramsey stating that she wanted to resign from the board. Later Director Ramsey contacted Nickie Holder (District Administrator) to inform her that she would like to stay on as a board member for a longer period of time. Director Langowski will follow up with Director Ramsey to confirm her resignation, if she does want to resign, he will ask for her resignation in writing so that the board can move forward with the appointment of a new board member. Director Ramsey's absence at tonight's board meeting is unexcused.

Comments from the Floor

None.

Adjournment

There being no further business to come before the Board, the meeting ended at 8:06pm.

The next regular Board meeting will be held on Tuesday, August 9, 2022, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Ilse Ramsey, Director - **Absent**

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director

RECORD OF PROCEEDINGS

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

August 9, 2022, 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 (Excused)
Bruce Nicklow, Treasurer
Ted Schlaebitz, Director

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

Upon motion by Director Nicklow and seconded by Director Schaelbitz, the Board approved the absence of Director Langowski.

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Schlaebitz and seconded by Director Nicklow the Board approved the August 9, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for August 9, 2022.**

Engineer's Report

None.

Citizen Forum

None.

Attorney's Report

Article 10.01- Wells and Water Rights – Attorney Marchant discussed the Rules and Regulations as it pertained to the potential main extension in the district. No decision has been made with the property owner regarding the extension.

At the September board meeting the board members will further discuss the appointment of a fifth board member.

Maintenance Report

President Weisenborn informed the Board of the following regarding maintenance and operations:

1. A new 6 inch gate valve was installed, to isolate the section of water main passing under the new culvert that was improved in 2021.
2. Tank inspection was performed and went well, Mr. Monard is still waiting for the final report from the inspection.

Administration Report

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

1. 2021 Financial Statement Audit will be approved at the September board meeting.
2. Budget 2023 – the preliminary assessed valuation from Jefferson County will be available by the end of August, Ms. Holder will begin the draft the budget and provide to the board prior to the October board meeting.

Reports from the Board

None.

Comments from the Floor

Board discussed Shadow Mountain Bike Park, no action.

Adjournment

There being no further business to come before the Board, the meeting ended at 7:40 pm.

The next regular Board meeting will be held on Tuesday, September 13, 2022, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Director, Vacant

Bruce Nicklow, Treasurer

Ted Schlaebitz, Director - *Absent*

RECORD OF PROCEEDINGS

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

September 13, 2022, 7:00 p.m.

Via ZOOM Video/Telephone Conference

The meeting was called to order by President Bill Weisenborn at 7:06 pm.

Attendees:

Board Members

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

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

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Schlaebitz the Board approved the September 13, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for September 13, 2022.**

Engineer's Report

The board continued discussion regarding the possible main extension to vacant lots on Lodgepole, 12 lots not currently on the district's mainline. A decision will be made at the October board meeting once the board members have a chance to review the documentation provided prior to the board meeting.

Citizen Forum

None.

Attorney's Report

Tap Fee Rate – 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. Ms. Marchant will prepare the resolution for approval at the October board meeting.

FAMLI Act – The board has discussed this new State program at previous board meetings. Ms. Marchant gave the board an update on the program. The district has the option to opt out entirely, fully participate for both the district and any employees or opt out for the district and allow the employee to participate in the program. A decision will be made for this program at the October board meeting. The program will begin 1/1/2023.

At the October board meeting the board members will appoint Mr. Steve Drucker to the vacant board seat.

Maintenance Report

Dominic Monard informed the Board of the following regarding maintenance and operations:

1. Forest Estates Road has been paved by Jefferson County. All risers were installed that were necessary to raise the valves for the paving job.
2. Well #4 pump and motor was repaired during the month.
3. Disinfection Byproduct testing has been completed.
4. Working with homeowner in the district to install curb stop, this will be completed this Thursday.

Administration Report

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

1. 2021 Financial Statement Audit – Upon motion by Director Langowski and seconded by Director Schlaebitz the Board approved the audit pending the board's review. The board will let Ms. Holder know if there are any questions or comments by September 23, 2022.
2. Budget 2023 – the preliminary assessed valuation from Jefferson County will be available by the end of August, Ms. Holder will draft the budget and provide the Board with the draft for review at the October Board meeting.

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, October 11, 2022, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Director, Vacant

Bruce Nicklow, Treasurer

Ted Schlaebitz - Secretary

RECORD OF PROCEEDINGS

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

October 11, 2022, 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, and Ms. Anita Marchant of Coaty Marchant Woods. PC.

Board Member Appointment

At the September Board meeting Mr. Steve Drucker introduced himself to the Board and informed the Board that he was interested in becoming a board member. Ms. Anita Marchant, legal counsel, ensured that Mr. Drucker was qualified to service as a Board member for BFWD, he does. Upon motion by Director Langowski and seconded by Director Nicklow, the Board approved Mr. Steve Drucker's appointment to the BFWD board, his term will be up for election in May 2023.

President Weisenborn administered the Oath of Office for Mr. Steve Drucker. The Oath of Office will be filed with the State and County court.

Approval of Minutes

After discussion of the prior month minutes, upon motion by Director Langowski and seconded by Director Schlaebitz, the Board approved the September 2022 meeting minutes.

Accounts Payable

After discussion of the invoices, upon motion of Director Langowski and seconded by Director Nicklow the Board approved the October 11, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for October 11, 2022.** The approved payables included mileage to SDA conference for board members. Bank transfer – upon motion of Director Langowski and seconded by Director Schlaebitz, the Board approved a \$35,000 bank transfer for the payment of bills for the month of October.

Engineer's Report

None.

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 discuss this item further at the November Board meeting.

FAMLI Act – The board has discussed this new State program at previous board meetings. Ms. Marchant gave the board an update on the program. The district has the option to opt out entirely, fully participate for both the district and any employees or opt out for the district and allow the employee to participate in the program. A decision will be made for this program at the November board meeting. The program will begin 1/1/2023.

Maintenance Report

Dominic Monard informed the Board of the following regarding maintenance and operations:

1. 3rd Quarter tank inspections have been complete.
2. Mr. Monard continues to work with a homeowner in the district to install their curb stop, the homeowner now has a new contractor and has rescheduled the installation.
3. Backflow testing will need to be done at both the Brook Forest Inn and the Chalet Apartments. A formal written notice of non-compliance may need to be sent to the owner if the testing is not completed. Board discussed adding a fee to the Rules and Regulations regarding non-compliance with Backflow requirements.
4. The Habitat for Humanity property will be tapping into the BFWD system on October 20th.
5. Valves will start to be exercised by the end of the month.

Administration Report

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

1. 2023 Draft Budget – Ms. Holder reviewed the 2023 budget draft. The public hearing for the 2023 budget will be held at the November Board meeting.

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 8:29 pm.

The next regular Board meeting will be held on Tuesday, November 8, 2022, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Steve Drucker, Director

Bruce Nicklow, Treasurer

Ted Schlaebitz - Secretary

RECORD OF PROCEEDINGS

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

November 8, 2022, 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 – **Absent (Excused)**

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

Board Member Absence Excused

Upon motion by Director Nicklow and seconded by Director Schlaebitz, the Board approved the absence of Director Drucker from the board meeting.

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the November 8, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for November 8, 2022.**

Engineer's Report

The district is waiting to put water main replacement projects out to bid, until a decision has been made with Larry Eidlen on the extension on the district's water main on Lodgepole circle. Mr. Eidlen initially wanted to extend the water main to 12 properties but has decided to scale the project back to only 5 properties to begin with. The extension of the main to these 5 properties would be approximately 950ft. Mr. Eidlen will complete the main line extension application for to the district and his drawings will need to be reviewed by the district engineer. If the district's water

main replacement project and Mr. Eidlen's projects are constructed at the same time, there will likely be a cost savings that the district would like to explore.

Citizen Forum

None.

Attorney's Report

Rules and Regulations Update – Cross-Connection – 3.13 – Ms. Marchant and Mr. Welch have been discussing how best to update the language in the district Rules and Regulations as it relates to section 3.13 – Cross-Connection and backflow testing. The language needs to be stricter for those property owners who do not comply with the backflow testing requirements. Ms. Marchant will provide updated language for review at a future board meeting. In addition, Ms. Marchant will provide language for the rules and regulations for fire suppression sprinkler systems required for new builds.

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 January 2023 meeting, a public hearing 30 day notice will be published.

FAMLI Act – The board has discussed this new State program at previous board meetings. Ms. Marchant gave the board an update on the program. The district has the option to opt out entirely, fully participate for both the district and any employees or opt out for the district and allow the employee to participate in the program. A resolution will be passed for this program at the December board meeting.

Maintenance Report

Dominic Monard informed the Board of the following regarding maintenance and operations:

1. Forest Estates transfer station by-pass line was installed.
2. Well 2 was re-piped and the booster pump chlorinator was replaced.
3. Habitat for Humanity house tapped into the district main line, the project was reviewed by Mr. Monard and approved.
4. The Brook Forest Inn and the Chalets backflow preventors were tested and passed.

Administration Report

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

1. 2023 Budget Public Hearing – President Weisenborn opened the public hearing, there were no comments from the public and the hearing was closed. The 2023 Budget will be approved at the December board meeting.

Executive Session

Upon motion by Director Langowski, seconded by Director Schlaebitz, the board approved moving into an executive session at 8:22pm to discuss employee compensation. The board came out of executive session at 8:26pm.

Upon motion by Director Schlaebitz, seconded by Director Langowski, the board approved an approximate 9% increase to employee compensation for the 2023 budget.

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 8:28 pm.

The next regular Board meeting will be held on Tuesday, December 13, 2022, 7:00 p.m.

Respectfully submitted,
Nickie Holder
Nickie Holder

Approved By:

Bill Weisenborn, President

Tony Langowski, Vice President

Bruce Nicklow, Treasurer

Absent

Steve Drucker, Director

Ted Schlaebitz - Secretary

RECORD OF PROCEEDINGS

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

December 13, 2022, 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 - – **Absent (Excused)**

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.

Board Member Absence Excused

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

Approval of Minutes

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

Accounts Payable

After discussion of the invoices, upon motion of Director Nicklow and seconded by Director Schlaebitz the Board approved the December 13, 2022, checks for payment. **See Attached Schedule of Monthly Checks Paid for December 13, 2022.**

Engineer's Report

Larry Eidlen has submitted an application for a main line extension. Brian Welch will work prepare a cost estimate for the extension and provide a draft to the board in early 2023.

Citizen Forum

None.

Attorney's Report

Water Case No. 07CW123 – Upon motion by Director Nicklow and seconded by Director Schlaebitz, the Board approved to enter into an agreement with Lee Johnson with Carlson, Hammond & Paddock LLC to represent the District in water case No. 07CW123.

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 January 2023 meeting, a public hearing 30 day notice will be published.

FAMLI Act – Upon motion by Director Schlaebitz and seconded by Director Nicklow, the Board approved Resolution #12/22-4 – Regarding Participation in the Colorado Paid Family and Medical Leave Act. The District will opt out of the program entirely. Ms. Holder will register the district and opt out of the program online prior to the end of 2022.

Maintenance Report

Dominic Monard informed the Board of the following regarding maintenance and operations:

1. Main break on Lodgepole Drive. Resident in the area also had a fitting that was leaking on their service line, Mr. Monard suggested that the service line be replaced in the future as this is the second time this service line has needed to be repaired.
2. Annual sampling has been completed and the results show that the sample are below the detectible limits.
3. Valve exercising will be completed before the end of the year.

Administration Report

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

1. 2023 Budget – Upon motion by Director Nicklow and seconded by Director Schlaebitz the Board approved Resolution #12/22-1 – Adopting the 2023 Budget, Resolution #12/22-2 – Setting the Mill Levy, and Resolution #12/22-3 – Appropriating Sums of Money.
2. 2023 Meeting Place, Date & Time – Upon motion by Director Nicklow and seconded by Director Schlaebitz the Board approved the 2023 meeting place, date, and time via Resolution #12/22-4. The meetings will be held the second Tuesday of each month at 7pm via ZOOM video conference.
3. May 2023 Election – the Board approved Resolution #12/22-5, approving the election for May 2023 and appointing Nickie Holder to be the Designated Election Official (DEO), upon motion by Director Nicklow and seconded by Director Schlaebitz.
4. 2022 Audit Engagement Letter – the Board approved the 2022 audit engagement letter upon motion by Director Drucker and seconded by Director Nicklow.

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 8:03 pm.

The next regular Board meeting will be held on Tuesday, January 10, 2023, 7:00 p.m.

Respectfully submitted,

Nickie Holder

Nickie Holder

Approved By:

Bill Weisenborn, President

Absent

Tony Langowski, Vice President

Bruce Nicklow, Treasurer

Steve Drucker, Director

Ted Schlaebitz - Secretary