

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

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. ***4th 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:

Tony Langowski, President

Ted Schlaebitz, Vice President

Steve Drucker, Secretary

Bruce Nicklow, Treasurer

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

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:

Tony Langowski, President

Ted Schlaebitz, Vice President

Steve Drucker, Secretary

Bruce Nicklow, Treasurer

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

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 15th, 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 16th.

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:

Tony Langowski, President

Ted Schlaebitz, Vice President

Steve Drucker, Secretary

Bruce Nicklow, Treasurer

Bill Moston, Director