

## 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. 4<sup>th</sup> 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 25<sup>th</sup> by the end of the day. If there are no write-in candidates by February 28<sup>th</sup> 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. 3<sup>rd</sup> 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