

**MINUTES OF THE REGULAR BOARD MEETING  
PARK FOREST WATER DISTRICT  
October 11, 2017**

**Executive Session:**

6:18 PM A motion to go into executive session citing: CRS Section 24-6-402(4)(b) (conference with attorney for receiving legal advice on specific legal questions) and (4)(g) (determining positions to matters that may be subject to negotiation, developing negotiation strategy and instructing negotiators) was made by Pam Sekac, seconded by Megan Johnson, Approved.

7:54 PM: A Motion to return to open board meeting was made by Roger Lage and seconded by Megan Johnson. Approved.

**Regular Board Meeting**

President Pam Sekac called the meeting to order at 7:55 p.m.

**Board Members Present:** Pam Sekac, Tim Connelly, Roger Lage, Megan Johnson and Jason Kerekes

**PFWD Staff Present:** Lynn Willow

**Visitors:**

**Visitor Comments:**

**Review of Minutes:** The minutes of the September 20, 2017, Regular Board Meeting were submitted. A motion to accept the minutes with one minor change was made by Roger Lage, seconded by Megan Johnson. Approved.

**Treasurer's Report:** See enclosed report posted to Park Forest Water District's website. (please refer to <http://www.pfwd.org/Pages/FinancialStatements.aspx> September, 2017)

A motion to increase the credit card limit for ORC to \$3000, decrease the business manager's card to \$500 and appoint a card administrator, Roger Lage ,VP, with overall account limit with \$20,000 was made by Pam Sekac, seconded by Tim Connelley.

**Invoice Processing:** The list of invoices for processing was reviewed prior to the board meeting by board members. A motion to pay the bills was made by Tim Connelly, seconded by Roger Lage, Approved.

**Bookkeeper/Office Manager Report:** The report was sent to the Board for review prior to the board meeting.

- A list of bills and payments and past due accounts were reviewed
- A list of Residential and Commercial Real Estate sales/foreclosures were reviewed
- The Board requests the Office Manager notify the President or Treasurer when deposits are needed

A motion to transfer \$20,000 ColoTrust Capital Restricted Account from the Farmers State Bank Capital account from the for key deposit for Dillie and Kuhn made by Tim Connelly seconded by Roger Lage, Approved

**ORC/Operator Report:** The report was sent to the Board for review prior to the board meeting by Lynn Willow.

- Sealing/resurfacing at the Price plant has begun
- Results for Lead and Copper testing came back within state standards
- Nitrate and Nitrite testing results came back within state standards
- Divers have been rescheduled for November
- An intern replacement has been found for backup ORC needs

**Secretary's Report:**

- Discussion of CSD Property and Liability Renewal was reviewed

**Old Business:**

Water leasing was discussed, and will remain on hold while offers are entertained

**New Business:**

- Board review of the proposed 2018 Budget with suggestions and changes offered
- Discussion of Employee roles and job descriptions will be compiled and offered

**Adjournment:** A motion to adjourn the meeting at 9:23 p.m. was made by Tim Connelly, seconded by Roger Lage, Approved.

**The next regular meeting will be held on Wednesday November 8, 2017 at 7:00 pm at the Black Forest Fire Station, located at 11445 Teachout Road.**