

# MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

April 8, 2020

## Regular Board Meeting

A Regular meeting of the Board of Directors of the Park Forest Water District (referred to hereafter as the "Board") was held on Wednesday the 8th of April at 6:00 p.m. via teleconferencing. The meeting was open to the public, via teleconferencing, in accordance with: CO Rev Stat § 24-6-402 (2016).

President Pam Sekac called the meeting to order at 6:02 PM.

**Board Members Present:** Pam Sekac, Tim Connelly, Jason Kerekes, Marni Huller.

**PFWD Staff Present:** Lynn Willow.

**Visitors:** Mark Kneebone.

**Visitor Comments:** To participate.

**Review of Minutes:** Minutes were presented by Tim.

Pam motioned to accept the minutes with minor changes. Marni seconded. Approved.

**Treasurer's Report:** Treasurer's Report was presented by Jason.

- There is currently \$91,251 in the bank.
- \$ 47609.81 in invoice processing, including payroll.
- No capital improvement transfers have been requested.
- Bulk water sales are down for this month.
- Customer water sales are up.
- Two customers are behind with payments. Pam is working on it. Discussion on waiving fees.

A motion to accept the treasurer's report was made by Marni, seconded by Pam. Approved.

**Invoice Processing:** Presented by Jason.

- There is \$40,609.81 in District invoices and payroll.

Tim motioned to pay the bills as presented. Pam seconded. Approved.

**Bookkeeper Report:** The bookkeepers report was presented by Jason.

- Nothing to Report.
- Discussion on incorrect line item in invoice processing.

**ORC/Operator Report:** The ORC report was presented by Lynn Willow.

- Bac-T samples were taken and are negative.
- Both storage tanks have been cleaned and inspected.
- State testing for lead and copper has been completed and filed with the state.
- Testing for radium has been done and the results came back below state standards.
- Testing for PDF's were taken from our source water and the results will be returned in a couple of months. This testing was paid for by a grant from the state.
- JDS Hydro Engineering was hired for the Water Source Assessment report.
- We are following all CDC covid-19 safety practices at all times at the water plants.
- In the process of planning future capital improvement projects.
- Both treatment plants are operating efficiently and there are no distribution issues.

**Secretary's Report:** There was nothing of importance to report.

**Other Business:**

- Ballots will be printed and mailed next week.
- Discussion on applying for disaster assistance.
- Discussion on Kristen working at home.
- Our audit has been scheduled.
- Discussion on district manager position. Will revisit the 'change over' for June or July in May's meeting.
- Discussion on waiving commercial accounts payments.  
Pam motioned to waive March payments for commercial accounts, which are due April 20<sup>th</sup>. Tim seconded. Approved.
- Discussion on working with residential customers that have issues with making monthly payments.

**Adjournment:** A motion to adjourn the meeting at 7:36 PM. was made by Pam.  
Seconded by Tim. Approved.

**The next scheduled regular meeting will be held on Wednesday May 13th, 2020 via teleconferencing at 6:00 PM.**

Signed: \_\_\_\_\_



\_\_\_\_\_, Secretary