

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

February 17, 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 Monday the 17th of February at 6:00 p.m. at the District Office, located at 7340 McFerran Rd, Colorado Springs, Colorado 80908. The meeting was open to the public in accordance with: CO Rev Stat § 24-6-402 (2016).

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

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

PFWD Staff Present: Lynn Willow.

Visitors: Don Root, Ron Page.

Visitor Comments: To gather information.

Discussion over lawsuits and Steve Jacobs.

Discussion on having our attorneys draft a letter to PFWD customers explaining our current legal position.

Review of Minutes:

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

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

- There is currently \$33085.41 in the bank, with \$18,216.09 in invoice processing and \$7708.33 in payroll, totaling \$25,924.42 due.

Pam motioned to make customer billings on a monthly schedule. Tim seconded. Approved.

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

Invoice Processing:

- Current invoice transactions are in the amount of \$18,216.09.

Pam motioned to pay the bills as stated. Jason seconded. Approved.

Bookkeeper Report: The bookkeepers report was presented by Jason.

- Black Hills Energy's bill is for \$88.25 and has been paid via autopayment.
- MVEA's bill is for \$4394.97 and is paid via autopayment.
- Tax liability of \$1813.70 has not been paid yet.
- Budget has been entered into Quickbooks.
- There are no capital expenses to be paid this month.
- There were no key deposits for the month of December.
- W2 and 1099 forms have been completed.

- Two customers have requested electronic invoicing.

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

- Bac-T samples were taken and are negative.
- Lynn had some chlorine splashed into his eye and used the eye-wash station to flush it out, then followed up at the hospital. No apparent damage to his eye.
- There are new standard operating procedures at both treatment plants: where eye protection is required upon entering the facility, regardless of the task being performed.
- Generator servicing has been postponed due to weather conditions.
- The hydrant at the end of Kurie Road was flushed and water became very clear after 3½ minutes.

Secretary's Report: Tim presented the secretary's report. There was nothing of importance to report.


Other Business:

- Pam motioned for Sue Blair of CRS to be appointed the Designated Election Official for PFWD for the upcoming election. Jason seconded. Approved.
- Discussion on the election being a mail-in ballot voting.
- A call for candidates and self-nomination forms are posted on the web site.
- A management firm decision is tabled until next month.

Adjournment: A motion to adjourn the meeting at 7:26 PM. was made by Pam. Seconded by Tim. Approved.

The next scheduled regular meeting will be held on Wednesday March 11th, 2020 at the PFWD administration building located at 7340 McFerran Road at 6:00 PM.

Signed: _____

 _____, Secretary