

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

October 21, 2019

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 21th of October 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 6:00 p.m.

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

PFWD Staff Present: Lynn Willow.

Visitors: Leah Hotchkiss.

Visitor Comments: Interested in bookkeeping for the District. Discussion on qualifications and job description.

Review of Minutes: Review of the minutes of September 11th, 2019. Pam motioned to accept the minutes with minor changes. Marni seconded. Approved. Review of the minutes of September 30th, 2019. Elizabeth motioned to accept the minutes as presented. Pam seconded. Approved.

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

- Expenses were paid for the month of October.
- \$48,141.67 in capital operations was paid for mainline repairs in October.
- Bulk water sales are on track. New customers.
- Operating revenues are on track.
- Over budget on administrative expenses due to legal costs, by 12%.
- Reconciliation finished.
- Rate increase notification was sent to the CS Gazette.
- Audit complete, no red flags.

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

Invoice Processing: A motion to accept the vendor list for payment of \$61,075.39 with \$48,804.17 for capital improvements was made by Pam, seconded by Jason. Approved. Pam motioned to allocate \$500 toward the purchase of office equipment. Tim seconded. Approved.

Bookkeeper Report:

- Black Hills Energy's bill is for \$34.24 and has not been paid, yet.
- Tax liability of \$1784.68 has been paid.
- A transfer of \$48,141.67 from the capital account to the FSB checking account for capital projects is needed.

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

- Bac-T samples were negative for this month.
- Capital improvement project is 99% complete.
- Squires plant outside resurfacing is complete.
- Working with Pam on file organization.
- Making adjustments for high lead levels.

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


Other Business:

- Lawsuit expenses are getting extreme.
- Discussion on borrowing against ourselves and adding supplemental fee to customer's billing to keep District on budget.
- Discussion on rate increase.
- Discussion on lawsuits.
- Discussion on bookkeeper position. Tim motioned to hire Leah. Pam seconded. Approved.

Adjournment: A motion to adjourn the meeting at 8:47 PM. was made by Elizabeth. Seconded by Pam. Approved.

The next scheduled regular meeting will be held on Monday November 18th, 2019 at Black Forest Fire Station located at 11445 Teachout Road at 6:00 PM.

Signed:

 _____, Secretary