

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

September 9, 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 9th of September 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 Jason Kerekes called the meeting to order at 6:03PM.

Board members Present: Jason Kerekes, president; Marni Huller, vice president; Tim Connelly, secretary; Bob Tillman, treasurer; Mark Kneebone, operations director.

PFWD Staff Present: Lynn Willow.

Visitors: Brian Lee via teleconference.

Visitor Comments: None.

Review of Minutes: Minutes were presented by Tim.

Discussion on our internet connection.

Jason motioned to accept the August 12th minutes with minor changes. Bob seconded. Approved.

Jason motioned to accept the August 24th minutes as presented. Mark seconded. Approved.

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

- There is currently \$169,037 in our checking account.
- There is currently \$451,004 in the Colorado Trust account.
- August operating revenue was \$44,642. \$37,488 in resident sales and \$7,154 in bulk sales.
- August expenses were \$27,571.
- Discussed with Sharon the state of the financial records and past issues. We should receive information from the auditor that will update and 'clean up' any errors.
- Making headway on accounts receivable.
- Discussion on the speed of the internet and believe the problem may be with our laptop.
- Discussion over the transaction list verses the treasurer's report. The report is done to months end and the list is meeting to meeting for authorizing payments. They do not need to correspond.
- Working on a preliminary budget for the October meeting.

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

Invoice Processing:

- Discussion on the format of the transaction list. Bob will work with Sharon to develop an appropriate layout.
- Discussion on amending the budget for capital expenses verses requesting emergency funding for the Thomas Road project.
- Bob will look into budget overruns with the SDA and Paul Anderson.

Jason motioned to pay the bills of \$199,390.43. Tim seconded. Approved.

Bookkeeper Report: The bookkeepers report was provided by Sharon Johnson.

- Black Hills Energy's bill has a credit for \$64.04 and is paid via autopayment with nothing due.
- MVEA's bill is for \$7276.12 and is paid via autopayment.
- Tax liability of \$1851.50 has been paid.
- CEBT is \$751.96 for September and will be paid by October 10th.
- There were no key deposits for the month of August.

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

- Bac-T samples were taken and are negative.
- Mainline replacement on Thomas road has begun. Completion date is expected around October 1st. An unmarked gas mainline was broken and repaired. This was not due to any negligence of the excavator or PFWD.
- The hydrant at 10195 Kuris Road was flushed to help insure clearer water and good quality water.
- The September lead and copper testing has been scheduled.
- We are following all CDC Covid19 safety practices at both water plants.
- Both treatment plants are operating efficiently and there are no distribution issues.

Secretary's Report: Tim presented the secretary's report.

Jason mention that the county is checking on the District's boundaries. He will look into it.

Other Business:

- Discussion on damage to two residences caused by the Thomas Road mainline break. The board agreed that appropriate compensation should be made. Tim will obtain a contractors estimate for repairs.
- Discussion on the Thomas Road project.


New Business:

- Discussion on adjusting the base water gallonage rates for budget purposes.
- Discussion on lacking water meter readings and fees associated. Marni agreed to review the Rules and Regulations section 6.5.6 'Meter Reading' and suggest an updated draft.
- Water rates will be finalized next meeting.
- Discussion on the condition of the District's truck.
- Discussion on The District's legal situation.

Adjournment: A motion to adjourn the meeting at 8:03 PM. was made by Tim.
Seconded by Marni. Approved.

The next scheduled regular meeting will be held on Wednesday October 14th, 2020 at the PFWD administration building located at 7340 McFerran Road at 6:00 PM.

Signed:


_____, Secretary