

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
December 12, 2024**

A regular meeting of the Board of Directors of the Park Forest Water District (referred to hereafter as the 'Board') was held on Thursday the 12th of December at 6:00 pm. at the Catholic Church Our Lady of the Pines located at 11020 Teachout Road, 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 5:58 PM.

Board Members Present: Jason Kerekes, president; Tim Connelly, secretary; Bob Tillman, treasurer; Mark Kneebone, operations director; Marni Huller, vice president had an excused absence.

PFWD Staff Present: Lynn Willow, operator in responsible charge, Tracy M., office manager, Jon Riguard, water operator.

Visitors: Craig Jasper, resident.

Review of Minutes: Minutes were presented by Tim.

Minutes of November 14, 2024 were reviewed. Jason motioned to accept the minutes as is. Bob seconded. Approved.

Treasurer's Report: Presented by Bob.

- There is currently \$868,926.32 in our Farmers State Bank checking account.
- There is currently \$642,264.17 in our Colorado Trust account.
- Accounts receivable are \$1,874.22.
- Accounts payable are \$7,804.08.
- Year to date revenue, as of 11-30-24, is \$511,608.46.
- Year to date expenses, as of 11-30-24, are \$335,998.61.

Jason motioned to accept the treasurer's report. Tim seconded. Approved.

Discussion on District's truck maintenance – In-House liabilities.

Invoice Processing:

Tim motioned to pay the bills of \$33,601.93 as presented. Bob seconded. Approved.

Bookkeeper Report: The bookkeepers report was presented by Tracy.

- Black Hills Energy's invoice is for \$88.21 to be paid via autopay.
- MVEA's November was \$7,374.33 autopayed in December.
- Tax liability of \$1,617.22 for November payroll to be paid in December, as well as quarter end tax liabilities and reports.
- CEBT monthly 2024 is \$879.63 via ACH. * New 2025 rate will be \$987.63.

\$150,000 transfer from Farmers State Bank to Money Market completed by treasurer.

4 water shut off notices sent out. 2 partially paid, 2 unpaid.

Reviewed 2025 general liability insurance documents and paid for January.

Will set up CEBT – Employee health insurance on ACH.

Reviewed legal letter proposals for 2025.

Compiling 2025 CPA audit proposals.
Completed December DOLA DEO training.

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

- Bac.-T samples were taken and are negative.
- All meters were read and reported. No issues were found.
- JPS Engineering sent final drawing for 2025 Tobin Road project.
- Had Dodge truck repaired at Christian Brothers for radiator, heater core, etc.
- Colorado Pump replaced PMC error on the center lift board for well #5.
- 2024 Backflow reports have been completed.
- Customer in Eagle Wing showed a possible leak from meter readings. Checked out.
- Sanitary inspection completed. They found possible design flow issues. Suggested to have Colorado Rural Water Association to look into it.

Discussion on Tobin capital improvement project base work verses additional options.

Secretary's Report: The secretary's report was presented by Tim.

Though a very critical function to the District, there was nothing of much significance to report beyond the detail of the important board meeting minutes.

Board Actions: Presented by Tim.

- Discussion on current open action items.
- Report has been updated and sent out to all board members.

New Business:

- Bob read resolution to adopt the 2025 budget.
- Bob made a motion to adopt the budget per the resolution. Tim seconded. Approved.
- Bob read resolution to appropriate funds for the 2025 budget.
- Bob made a motion to accept the resolution to appropriate funds. Tim seconded. Approved.

Discussion on legal council proposals.

Jason made a motion to accept the proposal from Sparks Wilson, attys. as the Districts council for 2025. Bob seconded. Approved.

Discussion on audit proposals.

Bob made a motion to accept the Scott Wright, CPA proposal for the Districts 2025 audits. Jason seconded. Approved.

Executive Session:

7:28 PM Tim motioned to enter into executive session per CRS 24-6-402(4)(b) for the purpose of discussing legal issues and lawsuit proceedings. Mark seconded. Approved.

7:36 PM Jason motioned to leave executive session. Bob seconded. Approved.

Discussion over employee performances.

Jason motioned to authorize increase in Tracy's yearly salary. Bob seconded. Approved.

Bob motioned to authorize increase in Tracy's yearly salary. Tim seconded. Approved.

Jason motioned to authorize increase in Tracy's yearly salary. Approved.

Discussion on Rules and Regs 5.0 – State inspectors suggested to eliminate reference of individual wells / domestic use.

Jason made a motion to modify the Rules and Regs 5.0 to remove reference of individual wells or domestic household use. Tim seconded. Approved.

Adjournment:

A motion to adjourn the meeting at 8:02 PM. was made by Tim Seconded by Bob. Approved.

The next scheduled regular meeting will be held on Wednesday January 8, 2025 at 6:00 PM, at the Park Forest Water District offices located at 7340 McFerran Road, Colorado Springs, Colorado 80908.

Signed:

 _____, Secretary