**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT**

 **December 13, 2023**

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 13th of December at 6:00 pm. at the Park Forest Water District offices located at 7340 McFerran 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 6:00 PM.

**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, operator in responsible charge. Tracy M., office manager, via teleconferencing. Jon Riguad, water operator.

**Visitors:** None

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

Minutes of November 14, 2023 were reviewed. Jason motioned to accept the minutes with minor changes. Marni seconded. Approved.

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

* There is currently $560,781.24 in our Farmers State Bank checking account.
* There is currently $492,994.01 in our Colorado Trust account.
* Accounts receivable are $729.21
* Accounts payable are $1,100.
* Year to date revenue, as of 11-30-23, is $469,861.86
* Year to date expenses, as of 11-30-23, are $300,405.38.

Tim motioned to accept the treasurer’s report. Bob seconded. Approved.

**Invoice Processing:**

Jason motioned to pay the bills of $58,248.61 as presented. Tim seconded. Approved.

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

* Black Hills Energy’s invoice is for $74.51 to be paid via autopay.
* MVEA’s October was $6,195.86 autopayed.
* Tax liability of $1,549.72 for December payroll to be paid in January.
* CEBT has been paid in full for the 2023 year.

 Transfers: Bob transferred $60K into the FSB Money Market account, on 11-22-23.

3 Water shut-off notices were sent out this month – 1 paid and 2 partial payment.

Had an insurance review by the CS Pool and they may provide a quote. The District needs a broker that specializes with Special Districts.

 Discussion on going with a more interactive insurance broker.

Legal rate letter was received from McDougal.

Discussion on 2024 meeting times. Board decided on 2nd Wednesday each month at 6PM.

**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.
* Sent out bid requests for replacing the pump and well rehab for well 3R.

3 bids were received and forwarded to board members.

* 12-6-23. Met with representatives from the Colorado Rural Water Association to perform a Critical Water Infrastructure Data Collection. This is a free program which GPS's our wells, treatment plants, storage tanks. Information is given to the US Forest Service for use in pin-pointing priority targets in case of fire. PFWD facilities are considered a tier 1 top priority.
* CRWA also will send information on GPS-ing the Districts valves and mainlines.
* 12-11-23. The Districts truck is at the dealership for an airbag recall.

**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.

 Tim made a motion to authorize Lynn and Jon to purchase and install a security camera system at the bulk water station. Jason/Marni seconded. Approved.

**New Business:**

Discussion on revegetation for a customer. Board agreed to follow the El Paso County revegetation requirements as well that natural re-vegetation will re-occur on property as there was natural vegetation there previously (no landscaping, no added plants were done by owner)

Discussion on the Districts 2024 budget.

 Bob read aloud the Resolution/Ordinance To Adopt Budget.

 Signed by president Jason Kerekes and treasurer Bob Tillman.

 Bob read aloud the Resolution/Ordinance to Appropriate Sums of Money.

 Signed by president Jason Kerekes and treasurer Bob Tillman.

Discussion on rewording the section of the new vehicle safety policy.

Discussion on options for a general legal council for the future. Tabled to 2024.

Discussed bids for well 3R upgrading.

 Jason motioned to have Lynn hire Colorado Pump and proceed with the work. Mark seconded. Approved.

Discussion on property tax mil levy adjustment.

Discussion on legal status.

**Legal Issues:**

* Nothing current.

**Adjournment:**

A motion to adjourn the meeting at 8:23 PM. was made by Marni. Seconded by Tim. Approved.

**The next scheduled regular meeting will be held on Wednesday January 10, 2023 at 6:00 PM, at the Park Forest Water District offices located at 7340 McFerran Road, Colorado Springs, Colorado 80908.**

Signed:

