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

**October 19, 2023**

**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 Thursday the 19th of October at 6:30 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 6:31 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,

Jon Riguad, water operator. Tracy M., office manager.

**Visitors:** None

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

Minutes of September 13, 2023 were reviewed. Jason motioned to accept the minutes as is. Mark seconded. Approved.

Minutes of October 4, 2023 were reviewed. Jason motioned to accept the minutes as is. Marni seconded. Approved.

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

* There is currently $509,161.44 in our Farmers State Bank checking account.
* There is currently $482,497.35 in our Colorado Trust account.
* Accounts receivable are $219.98
* Accounts payable are $7300.
* Year to date revenue, as of 9-30-23, is $369,502.17
* Year to date expenses, as of 9-30-23, are $254,248.64.

Discussion on well repairs being categorized as capital improvements or maintenance costs. It was decided to list well repairs as capital improvements.

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

**Invoice Processing:**

Tim motioned to pay the bills of $35,315.98 as presented. Jason seconded. Approved.

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

* Black Hills Energy’s invoice is for $30.51 to be paid via autopay on 10-27-23.
* MVEA’s August was $7,099.85 and September was $6,794.49 Both are autopayed.
* Tax liability of $1,549.72 for October payroll to be paid in November.
* CEBT has been paid in full for the 2023 year.

2 Water shut-off notice was sent out this month and both were partially paid.

Working on insurance preparations for renewal.

Discussion on the Districts insurance premium being based on the proposed budget – will they refund if the District under performs expenses. Bob will check into this.

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

* Bac.-T samples were taken and are negative.
* All meters were read and reported.
* Contacted EMC about annual SCADA checkup and received their bid.
* Waiting to hear from EMC about website accesses to read tank levels.
* Repaired air check valve for air compressor at Squires plant.
* Replaced timers for air compressors at Squires plant.
* Four meters were reading a reverse flow. It was found that the backflow preventers were bad. Three have been replaced to date.

Discussion on backflow devices failing and corrective measures.

Discussed meter failures and warranties.

Lynn will check on notification for consumer certificate for delivery.

Discussion on grading the driveway to the Districts offices. Bob motioned to hire Custom Environments to perform the work. Jason seconded. Approved.

**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.
* Discussion on tap fees.
* Discussion on out-of-District rates which bring in no mil levy money, but could possibly have a higher base rate.

**Old Business:**

* Districts 2024 budget was reviewed.
* Discussion on rate increases.
* Discussion on line items – capital improvements
* District assessment (digitizing all District information)
  + Tap fees rate increase. Jason motioned to increase tap fees. Marni/Bob seconded. Approved.
  + The new rates are;
  + 3/4” = $20,000
  + 1” = $25,000
  + 1 1/2” = $30,000
  + 2” = $45,000
* Out of District rates discussion was tabled.
* Rules and Regs discussion was tabled until 2024.

**New Business:**

* Discussion on how the District should respond to a customers request about our storage tanks.
* Discussion on Samba insurance about District's truck location for a premium discount verses a surcharge.

**Legal Issues:**

* Nothing current.

**Adjournment:**

A motion to adjourn the meeting at 8:24 PM. was made by Tim. Seconded by Mark. Approved.

**The next scheduled regular meeting will be held on Tuesday November 14, 2023 at 6:00 PM, in the Parrish Hall of Our Lady of the Pines Church located at 11020 Teachout Road, Colorado Springs, Colorado 80908.**

Signed:

