

DRAFT
MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT

July 11, 2018

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 11th of July at 7:00 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 7:02 p.m.

Board Members Present: Pam Sekac, Jason Kerekes, Tim Connelly, Megan Johnson, Fred Robinson.

PFWD Staff Present: - Lynn Willow, Kathy Marx

Visitors: None.

Visitor Comments: None.

Review of Minutes: The minutes of the June 13th, 2018 were submitted. Editing changes were suggested for accepting Fred's absence as excused because he said he attempted to call into the meeting. Tim motioned for Fred to be excused for the June 13th meeting. Megan seconded. Passed. A motion to accept June 13th meeting minutes with changes was made by Tim Connelly, seconded by Megan. Approved.

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

- Ordinary income is on target. Bulk water sales are better than budgeted.
- Administration expense is on target. Legal expenses are much higher than budgeted, due to ongoing lawsuits.
- Financial statements were reviewed by Jason. Everything looks okay.
- Bank statement reviewed and reconciled by Jason.
- Recommend increasing rates to offset legal fees and increasing tier rates to offset electricity costs.

There was a discussion about making online payments vs. writing checks. Pam said she would follow through with changing appropriate accounts to online payment. A motion to accept the Treasurer's Report was made by Pam Sekac seconded by Tim Connelly. Approved.

Invoice Processing: The list of invoices totaling \$31,700.83 was reviewed by the Board. A motion to pay the bills was made by Megan, seconded by Pam Sekac. Approved.

Bookkeeper Report: The bookkeeper's report was presented by Kathy Marx.

- A motion to transfer \$415.13 from Farmers State Bank capital account to Farmers State Bank checking account was made by Pam and seconded by Tim. Passed. A motion to transfer \$75 from Farmers State Bank checking to Colorado Trust Restricted account was made by Pam and seconded by Fred. Passed.
- Kathy met with the auditor Monday and Tuesday. Things are going well.
- Update on customer information.
- Update on billing status.

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

- Bac- T samples remain negative.
- Water pumping is up substantially.
- Made water line repair on McShane.
- Submitted CCR to CDHEP.
- Mainline flushing of entire system is currently in progress.

Secretary's Report:

- Mail was opened and reviewed. There was nothing of importance.
- Discussion on bookkeeper typing up the minutes.

Other Business: Discussion on rate increase. Fred motioned to raise the rate by \$3 per month. Pam seconded. Passed with Jason opposing.

Discussed banking options. Pam motioned the following;

1. Remove Roger Lade from Farmers State Bank accounts and Farmers credit card.
2. Add Fred Robinson as an authorized signer on Farmers State Bank accounts.
3. Allow only the president and treasurer to access bank accounts.
4. Pay selected invoices online.
5. Remove Bill Stedman from the Colorado Trust accounts and make the president and treasurer administrators.

Megan seconded. All motions passed.

Kathy Marx announced her resignation as bookkeeper, at the end of the month, July 31st, 2018.

Discussion on bookkeeper's duties. Megan motioned to offer Kristen Saenz the bookkeeper's position according to the assistant bookkeeping job description on file and updated as needed. Duties to start on August 1st. Tim seconded. Passed.

Pam ordered an executive session at 8:50:

Pursuant to Sections 24-6-402(4)(b) (e), C.R.S., upon a motion duly made by Pam Sekac seconded by Tim Connelly and, upon affirmative vote of the quorum present, the Board convened in Executive Session at 8:50 PM for updating on status of lawsuits. C.R.S Pursuant to Section 24-6-402(2) (d.5) (II)(B), C.R.S., no record will be kept by Park Forest Water District of this Executive Session that, in the opinion of the District's attorney, constitutes privileged attorney-client communication. The Board reconvened in regular session at 9:09 P.M. upon motion duly made by Tim Connelly, seconded by Fred Robinson and, upon vote, unanimously carried.

Adjournment: A motion to adjourn the meeting at 9:10 PM. was made by Fred. Seconded by Tim. Passed

The next regular meeting will be held on Wednesday August 8th, 2018 at Administration Building located at 7340 McFerran Road at 7:00 PM.

Signed: _____



, Secretary