

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

June 11, 2019

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 Tuesday the 11th of June 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 Pam Sekac called the meeting to order at 6:09 p.m.

Board Members Present: Pam Sekac, Tim Connelly, Jason Kerekes, Elizabeth Hautman.

PFWD Staff Present: Lynn Willow.

Visitors: None.

Visitor Comments: None.

Review of Minutes: The minutes of the May 8th, 2019 meeting were submitted by Tim. A motion to accept the minutes was made by Pam, seconded by Elizabeth, approved.

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

- Income and sales are all on target.
- Administrative and operating expenses are on par, but legal expenses continue to rise.
- Discussion on bank accounts verses bills to pay. We are stable, now.
- Currently working on a bank reconciliation.
- Discussion on insurance reimbursement for the lawsuits. Received check for \$50K, but expecting more.

A motion to accept the Treasurer's Report was made by Tim seconded by Pam. Approved.

Invoice Processing: A motion to accept the vendor list for payment of **\$28,609.05** was made by Elizabeth, seconded by Pam. Approved.

Bookkeeper Report:

- The tax liability for June has been paid.
- MVE and BHE have been paid.
- Audit is scheduled to be completed the last week of June.

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

- Bac-T samples remain negative.
- System flushing and hydrant exercising will begin July 8th.
- Will contact engineers to update the districts plans.

Secretary's Report: There was nothing of importance to report.

Other Business:

- Discussion of bookkeeper position. Higher pay, able to work at home, dedicated phone. Pam suggested to offer Kristen to be able to work at home. Board agreed.
 - Discussion of ORC position.
- Discussion on Water General issues with software. Pam motioned to have the Water General software modified to allow Lynn better access. Elizabeth seconded. Approved.
 - Discussion to lose land line and get a district cell phone, which the bookkeeper will carry.
 - Discussion on need for a record keeper. Elizabeth motioned to make Pam our official, designated record keeper. Jason seconded. Approved.
 - Elizabeth motioned to have board reimburse her for SDA regional workshop. Tim seconded. Approved.
 - Discussion/update on legal issues.

Adjournment: A motion to adjourn the meeting at 7:52 PM. was made by Elizabeth. Seconded by Tim. Approved.

The next regular meeting will be held on Wednesday June 12th, 2019 at Administration Building located at 7340 McFerran Road at 6:00 PM.

Signed: _____



, Secretary