

DRAFT
MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT

August 22, 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 22nd of August 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 6:11 p.m.

Board Members Present: Jason Kerekes and Tim Connelly. Pam Sekac and Fred Robinson were in attendance via phone connections.

PFWD Staff Present: - Lynn Willow.

Visitors: Mark Kneebone

Visitor Comments: Mark had questions on the newly opened board position. There was discussion on board positions and all board members duties.

Review of Minutes: The minutes of July 11th, 2018 were submitted. There were no editing changes. A motion to accept the July 11th minutes was made by Jason, seconded by Tim. Approved.

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

- There was no written report, but Jason said that everything was on track after reviewing the financials with Kristen.

Invoice Processing: There was no invoice processing report, but Lynn reviewed the monthly checks that needed to be written and sent out.

- There were five checks which were signed by Jason and Tim. Tim motioned to send these out. Jason 2nd. Passed.

Bookkeeper Report:

- Tim motioned to transfer funds from the Colorado Trust account to the FSB account in the amount of \$1615. Jason 2nd. Passed.
- There was a discussion on what accounts the district has with FSB.
- Pam agreed to talk with Kristen about what monthly accounts can be payed online.
- Lynn upgraded Flowpoint to 100 users from 50.

ORC/Operator Report: The report was sent to the Board for review prior to the board meeting by Lynn Willow.

- Bac- T samples remain negative.
- Mainline flushing is complete.
- A broken stem was replaced on a hydrant on Eagle Wing Drive.
- Final drawings for stage 1 of the 2018 capital improvements are complete. Lynn is getting bids for materials.

Secretary's Report:

- Mail was opened and reviewed. There was nothing of importance.

Other Business:

- Audit: Reviewed some issues. Set Sept. 5th for comments to be sent to Pam.
- Discussion about each board position and creating a procedure list / job description to be incorporated into a manual for reference for the board and Water District.
- Water Enterprise: This cannot be funded with tax dollars, only by water sales.
- Pam and Jason will work on balancing the budget.
- Board member vacancy nominees were discussed.

Executive Session: Dismissed.

Adjournment: A motion to adjourn the meeting at 8: 16 PM. was made by Pam seconded by Fred, Approved.

The next regular meeting will be held on Wednesday September 12th, 2018 at Administration Building located at 7340 McFerran Road at 7:00 PM.

Signed: _____



_____, Secretary