

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

August 12, 2020

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 12th 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).

In light of president Marni Huller's letter of resignation and vice president Mark Kneebone's brief time on the board, Tim Connelly, secretary, conducted the meeting.

Tim called the meeting to order at 6:03PM.

Board members Present: Tim Connelly, secretary; Mark Kneebone, Vice president. Jason Kerekes, treasurer 'in limbo'.

PFWD Staff Present: Lynn Willow.

Visitors / Candidates: Brian Lee, Frank Borgia, Bob Tillman, Jason Malz via teleconference.

Discussion of Jason Kerekes' resignation and rescindment letters. Tim motioned to accept Jason's rescindment letter, thus nullifying his resignation letter, and reinstate him as treasurer of the board. Mark seconded. Approved.

Discussion of Marni's resignation letter. Tim motioned to table any determination of her letter, pending a discussion with her. Jason seconded. Approved.

Tim asked for each candidate to explain why they are interested in being on the board, what background they have and what they intend to offer as a board member. Each candidate took 5-10 minutes to do so.

Executive Session:

Pursuant to Sections 24-6-402(4)(b) (e), C.R.S., upon a motion duly made by Tim Connelly and seconded by Jason Kerekes at 7:04 PM and, upon affirmative vote of the quorum present, the Board convened in Executive Session at 7:04 PM. For discussion on personnel matters and legal issues. 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 7:57 P.M. upon a motion duly made by Jason Kerekes, seconded by Tim Connelly and, upon vote, unanimously carried.

Jason motioned to authorize the hiring and payment of an expert witness for the Districts contested fees hearing. Mark seconded. Approved

Tim motioned to appoint Brian Lee as a new board member. There was no second. Motion failed.

Tim motioned to appoint Bob Tillman as a new board member. Jason seconded. Approved.

Tim motioned to appoint Frank Borgia as a new board member pending a decision of Marni's resignation. Mark seconded. Approved.

Tim motioned to appoint Jason Malz as a new board member pending a decision of Marni's resignation. There was no second. Motion failed.

Review of Minutes: Minutes were presented by Tim.

Jason motioned to accept the minutes as presented. Mark seconded. Approved.

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

- There is currently \$112,132.07 in our checking account.
- There is currently \$536,510.66 in the Colorado Trust account.
- Account transfers needed are; \$39,402.73 for expenses and \$8,258.33 for payroll expenses, totaling \$47,661.01 in checks for July 9th to August 12th.
- ColoTrust reconciliation is not yet completed due to ColoTrust statements not being available.
- **P&L takeaways:**
 - Bulk water sales are higher than projected by about 40% over the budget - \$23,333 vs. \$17,500.
 - \$69,000 has been spent to date this year for legal expenses.
 - A new line of the P&L is 'Operating Expenses for Excavation', needed because of the emergency line repairs needed on Tobin, Kurie and Thomas roads.
- Marni will look into setting up office scanning of checks into our checking account.
- Information was sent to the auditor and will be coming out the week of August 17th.
- Sharon is whittling away at the delinquent customers with gentle reminders.
- The board needs to start preparing for a draft of the 2021 budget.
- The office internet is not stable enough to guarantee correct sending of customer invoices. Recommend that the bookkeeper sends them from her home, with better internet service.
- Jason will look into moving our domain to a domestic company.
- There are issues with people not sending in their meter readings. It was suggested by Tim to have Lynn visit these residences to personally do a reading for a \$50 fee. It was agreed to table any action for a few months.
- Renaming of 'Debt Service' in Quick Books to 'Checking #2' because we no longer have any debt service.
- Suggested that invoice processing payments be pre-approved by the treasurer and checks printed before the monthly meeting, as needed, then finalized or disapproved by the board at the next meeting. No action taken.

A motion to accept the treasurer's report was made by Tim, seconded by Mark. Approved.

Invoice Processing: Presented by Jason.

Jason motioned to pay the bills, at \$47661.01, as presented. Tim seconded. Approved.

Bookkeeper Report: The bookkeepers report was presented by Jason.

- Black Hills Energy's bill is for \$35.20 and is paid via autopayment.
- MVEA's bill is for \$6459.26 and is paid via autopayment.
- Tax liability of \$1836.20 has been paid.
- CEBS is \$751.96 for June and \$751.96 for July and have been paid.
- There were no key deposits for the month of December.

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

- Bac-T samples were taken and are negative.
- A mainline break on Thomas Road was repaired and flushed.
- Two mainline leaks on Tobin Road were repaired.
- Preparing to do a mainline replacement for 1840 linear feet on Thomas Road from McFerran Road. We received three bids.
- We are following all CDC Covid19 safety practices at both water plants.
- Both treatment plants are operating efficiently and there are no distribution issues.

Discussion on Thomas Road bids.

Tim motioned to accept the bids from All Dirt and Septic and Dana Kepler for the mainline replacement project on Thomas Road. Jason seconded. Approved.

Secretary's Report: Tim presented the secretary's report.

There was nothing of importance to report.


Other Business:

There was no other business to discuss.

Adjournment: A motion to adjourn the meeting at 9:09 PM. was made by Mark.
Seconded by Tim. Approved.

The next scheduled regular meeting will be held on Wednesday September 9th, 2020 at the PFWD administration building located at 7340 McFerran Road at 6:00 PM.

Signed:


_____, Secretary