

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

December 9, 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 9th of December 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 Jason Kerekes called the meeting to order at 6:05PM.

Board Members Present: Jason Kerekes, president; Tim Connelly, secretary; Bob Tillman, treasurer; Mark Kneebone, operations director.

PFWD Staff Present: Lynn Willow, systems operator and Tracy MacDonald, office manager.

Visitors: None – no requests for joining the meeting via teleconferencing were received.

Review of Minutes: Minutes were presented by Tim.

Minutes of October 20, 2020 were reviewed and revised. Jason motioned to accept the minutes with the minor changes. Bob seconded. Approved.

The minutes of November 12, 2020 were reviewed. Bob motioned to accept the minutes as is. Jason seconded. Approved.

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

- There is currently \$134,598 in our checking account.
- There is currently \$420,158 the Colorado Trust account.
- Accounts receivable are \$59,596.
- Accounts payable are \$10,321.
- Year to date revenue is \$473,425.
- Year to date expenses are \$373,794.

The accounting system is being updated.

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

Invoice Processing: Presented by Bob.

Jason motioned to pay the bills, at \$20,440.26 as presented. Mark seconded. Approved.

Bookkeeper Report: The bookkeepers report was presented by Tracy.

- Black Hills Energy's invoice is for \$70.78 to be paid via autopay on 12-24-20.
- MVEA's invoice is for \$4,127.74 to be paid via autopay on 12-17-20.
- Tax liability of \$2,127.50 to be paid by 1-13-21.
- **CEBT is \$772.63 December, paid November, January... -see report-**
- There are no transfers needed this month.

Discussion on a customer's account who is challenging the meter readings for an overage use. After having provided a new meter and with much discussion, the board agreed to waive any overage charges, this one time.

Discussion on a customer's account that is showing a large overage use that possibly could be linked to an irrigation leak. The board agreed to table any demands for payment pending further research.

Discussion on direct deposits for employee's wages. The board agreed to make this available and appointed Bob to act as the point of contact at Farmers State Bank.

Looking into upgrading our Microsoft 365 software and lessening the license fees.

Slowly working on A/R and need to audit and reconcile A/P.

Discussion on when customers call in for not being able to take a meter reading. They should be referred to Lynn to help them.

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

- Bac-T samples were taken and are negative.
- Working with the state on compliance notifications.
- Nitrate samples for the state are being processed.
- Currently evaluating material for 2021 Capital Improvement Projects.
- Changed out old meters for two residents.
- Flushed hydrant at 10195 Kurie Road.
- 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 auto-flush units being installed at dead-end lines.

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.

Executive Session:

Pursuant to Sections 24-6-402(4)(b) (e), C.R.S., upon a motion duly made by Bob Tillman seconded by Mark Kneebone and, upon affirmative vote of the quorum present, the Board convened in Executive Session at 7:06 PM. For discussion on on-going lawsuit. 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 8:04 P.M. upon a motion duly made by Tim Connelly, seconded by Mark Kneebone and, upon vote, unanimously carried.

Other Business:

- Discussion on amended 2020 budget.
 - Jason motioned to accept the 2020 budget as amended. Tim seconded.
Approved.
- Discussion on 2021 budget.
 - Tim motioned to accept the 2021 budget with minor changes.
Mark seconded. Approved.
- Jason made a resolution to amend the 2020 budget for the Park Forest Water District. Tim seconded. Approved.
- Tim made a resolution to appropriate monies for the 2020 budget. Bob seconded. Approved.
- Bob made a resolution to adopt the 2021 budget. Tim seconded. Approved.
- Tim made a resolution to appropriate monies for the 2021 budget. Bob seconded. Approved.
- Discussion on a legal retainer for Paul Anderson, atty. at law.
 - Bob made a motion to accept Paul Anderson's agreement at \$1000 per month pending Jason's finding of the agreements ability to 'roll-over' unused hours each month. Jason seconded. Approved.
- Discussion on repairing the furnace at the District's office.
- Discussion on updating the office software, QuickBooks. Tracy will research further. Marni will look into 'back-up' and security options.
- A Carbon Monoxide detector should be installed in the office.
- Jason brought up that all legal e-mails should be stored in a separate folder on the District's computer.
- Discussion on an invoice for two customer's repairs from damage caused due to a mainline break. Bob will check into insurance coverage.

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 January 13th, 2021 at 6:00 PM, at the Park Forest Water District administrative building located at 7340 McFerran Road, Colorado Springs, Colorado 80908.

Signed: _____

A handwritten signature in blue ink, appearing to be "Tim Blum", written over a horizontal line.

, Secretary