

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

July 8, 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 8th of July 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 Marni Huller called the meeting to order at 6:05 PM.

Board Members Present: Marni Huller-president, Tim Connelly-secretary, Jason Kerekes-treasurer (via teleconference), Mark Kneebone-director.

PFWD Staff Present: Lynn Willow-ORC, Sharon Johnson-office manager.
Sharon was introduced as the District's new Office manager.

Visitors: Brian Lee (via phone), Jason and Emma Malz (via phone).

Visitor Comments: Interested in Financial compliance and communication with the District.

Review of Minutes: Minutes were presented by Tim.

- Tim had a concern with the listing of all expense transactions and the total amount for June.
Jason will email Tim the correct list and amount.

Marni motioned to accept the minutes, with corrections. Jason seconded. Approved.

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

- There is currently \$97997.36 in the bank (checking account).
- There is currently \$491,413.22 in the ColoTrust account (capital money reserves).
- \$ 17,973.80 in invoice processing plus \$6081.10 in payroll, making \$24,054.90 in expenses for June.
- Farmers State Bank allows business checks to be deposited from the business office via a scanner. Suggest looking into it.
- Need to file an extension with the State for the audit to be moved to August.
- Bookkeeper needs to send Jason a customer payment aging report to determine next steps to be taken against them.
- Working with Marni and Sharon in preparing the audit.

A motion to accept the treasurer's report was made by Marni. Seconded by Tim. Approved.

Jason motioned the following:

1. To approve purchase of a scanner as recommended by FSB, up to \$750.
 - a. Discussion about the need of a scanner.
 - b. Discussion about staying with FSB.
 - c. Discussion of buying local.Marni seconded. Approved.
2. To add Marni as a signer for the Colorado Trust account. Tim seconded. Approved.
3. To add the office manager / Sharon to have 'read-only' access to the Colorado Trust account. Tim seconded. Approved.
4. To remove Pam Sekac from the Colorado Trust account. Marni seconded. Approved.
5. To remove Megan Johnson, Roger Lage and Pam Sekac from the FSB accounts as signers. Marni seconded. Approved.
6. To add Marni as primary of the FSB accounts. Tim seconded. Approved.
7. To add Marni as a signing authority to the FSB accounts. Tim seconded. Approved.
8. To add the office manager / Sharon to have 'read-only' access to the FSB accounts. Tim seconded. Approved.
9. To add Mark Kneebone as a signer to the FSB accounts. Marni seconded. Approved.

Invoice Processing: Presented by Jason.

Tim motioned to pay the bills as per the existing transaction list. Jason seconded. Approved.
Items not on the list are to be approved at the next meeting.

Bookkeeper Report: The bookkeepers report was presented by Tim.

- BHE invoice was \$63.29 and is on autopayment.
- MVEA invoice was \$ 6055.11 and is on autopayment.
- CEBT invoice was \$751.96 and has been paid.
- Tax liability is \$1813.70 and has been paid.
- There were no capital expenses to be paid this month.
- There were no key deposits this month.
- All customer bills are being sent via e-mail, unless they have not provided an address or prefer not to receive it by e-mail. Currently there are about 40 customers receiving paper statements.
- Sharon suggested to pay all state taxes and send state reports on-line. Discussion.
Marni motioned for Sharon to set up on-line reporting and payments with the state. Jason seconded. Approved.

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

- Bac-T samples were taken and are negative.
- There was a mainline break on Kurie Road. Repair was made and line flushed.
- System flushing will be on Tuesday and Wednesday, the week of 7-12-20.
- Getting auto-read quotes for the District.
- CCR has been turned in to the State.

- We are following all Covid-19 safety practices at all times at both water plants.
- Both treatment plants are operating efficiently and there are no major distribution problems.
- Three suggestions for upcoming capital projects for 2020;
 1. Replace mainline on Fagan or Teachout.
 2. Replace fire hydrants and some valves.
 3. Auto-read meters for the District.

Secretary's Report: Presented by Tim.

Tim reminded everyone to have agenda items to him the week before the meeting, so it can be written up and posted in time.

Other Business:

- Office equipment requested are, a mini-fridge and a microwave. Jason offered give have his microwave. The board authorized Marni to purchase a mini-fridge for up to \$150.
- There is a board position open and will be advertised on the website.

Adjournment: A motion to adjourn the meeting at 8:13 PM. was made by Marni.
Seconded by Mark. Approved.

The next scheduled regular meeting will be held on Wednesday August 12th, 2020 at 6 PM at the PFWD administration building located at 7340 McFerran Road.

Signed:  _____, Secretary