

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

June 17, 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 17th of June at 6:00 p.m. via teleconferencing. The meeting was open to the public, via teleconferencing, in accordance with: CO Rev Stat § 24-6-402 (2016).

There was discussion prior to the meeting about office manager applications and interviews.

Vice President Marni Huller called the meeting to order at 6:08 PM.

Board Members Present: Tim Connelly-secretary, Jason Kerekes-treasurer, Marni Huller-vice president, Mark Kneebone-director.

PFWD Staff Present: Lynn Willow-ORC.

Visitors: None.

Tim called a point of order to have the board vote in new officers. Tim called for nominations for each position, then a vote. The following are the results:

Marni Huller – President

Mark Kneebone – Vice President

Tim Connelly – Secretary

Jason Kerekes – Treasurer

Pam Sekac will be leaving the board.

Review of Minutes: Minutes were presented by Tim.

Marni motioned to accept the minutes as is. Mark seconded. Approved.

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

- There is currently \$86,433.77 in the bank (checking account).
- There is currently \$491,413.22 in the ColoTrust account (capital money reserves).
- \$ 19,069.09 in invoice processing plus \$6081.10 in payroll, making \$25,150.19 in expenses for June.
- No capital improvement transfers have been requested.
- Bulk water sales are in line with the proposed budget.
- Legal expenses were very low this month.
- Audit – If we plan on using Osborne & Parsons for the annual audit we need to engage Kristen (or the new office manager) to assist in July.
- Jason worked with Marni all week with interviews for the office manager position.

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

Jason made a motion to retain Osborne & Parsons for the year of 2020.

- Discussion on costs and credentials. Marni seconded. Approved.

Invoice Processing: Presented by Jason.

- MVEA, BHE and CEBT need to be added to the list of expenses.
- CRS needs to be withheld.
- Discussion on new bookkeeper transition.

Marni will contact CRS and Paul Anderson as to why the election invoices are so exorbitant.

Tim motioned to pay the bills as presented. Mark seconded. Approved.

Bookkeeper Report: The bookkeepers report was presented by Jason.

- BHE invoice was \$35.2 and is on autopayment.
- MVEA invoice was \$ 5343.27 and is on autopayment.
- CEBT invoice was \$751.96 and has been paid.
- Tax liability is \$1829.00 and has been paid.
- There were no key deposits this month.

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

- Bac-T samples were taken and are negative.
- The replacement part for the Water General came in and was installed. It is back up and running properly.
- Personal protection equipment was picked up from Colorado EPA.
- The feeder line on the chlorine pump was repaired.
- Both systems are running well. No major issues.

Jason noted that the CCR report is due by the end of June.

Secretary's Report:

- Discussion on Tim handling the agenda from now on. Requests to be put on the agenda are to be e-mailed to Tim, then he will send it to Jason to be posted.

Other Business:


- Jason made a motion to authorize Marni to advertise, review applications, interview and hire an office manager. Tim seconded. Approved.
- Jason made a motion and a resolution for Marni and Mark to become signers with Farmers State Bank and Marni to be a signer with Colorado Trust and to have Pam removed as a signer of both, when she formally resigns. Tim seconded. Approved.
- Jason made a motion to reimburse Kristen \$25/hr for consultation and training of the new bookkeeper for a July transition, not to exceed \$500. Marni seconded. Approved.
- It was noted that the state reported to dismiss all election violation complaints that were submitted by Steve Jacobs.

- Any discussion of lawsuits were tabled at this time.
- Marni suggested that Lynn present his input on capital improvement project at the next meeting.
- It was agreed to have a special meeting on the 24th for discussion of legal matters. This was done to give all board members ample time to read pertinent documents from our attorneys.

Adjournment: A motion to adjourn the meeting at 7:34 PM. was made by Marni.
Seconded by Mark. Approved.

The next scheduled regular meeting will be held on Wednesday July 8th, 2020 at 6 PM at the PFWD administration building located at 7340 McFerran Road.

Signed:


_____, Secretary