

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

March 11, 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 11th of March 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).

An executive session was set for board members at 5 PM.

President Pam Sekac called the meeting to order at 5:05 PM.

Executive Session:

Pursuant to Sections 24-6-402(4)(b) (e), C.R.S., upon a motion duly made by Pam Sekac and seconded by Tim Connelly at 5:06 PM and, upon affirmative vote of the quorum present, the Board convened in Executive Session at 5:06 PM. For discussion on legal matters. 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 5:55 P.M. upon a motion duly made by Tim Connelly, seconded by Pam Sekac and, upon vote, unanimously carried.

President Pam Sekac reconvened the regular meeting at 6:04 PM.

Board Members Present: Pam Sekac, Tim Connelly, Jason Kerekes, Marni Huller.

PFWD Staff Present: Lynn Willow.

Visitors: Lisa Jacoby with Community Resource Services.

Visitor Comments: To present CRS's proposal for district management of PFWD.

Discussion on contents of the proposal.

Review of Minutes: Minutes were presented by Tim.

Jason motioned to accept the minutes with minor changes. Marni seconded. Approved.

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

- There is currently \$20,690.73 cash on hand in the bank.
- No capital improvement transfers have been requested.
- \$ 29044.85 in invoice processing + \$7708.33 in payroll. We will be in the red \$16,062.45.
- Depending on deposits, request a transfer of \$20,000 from Colorado Trust to Checking.

- We are moving to monthly billing and all customers need to get 'caught up'. Letters were sent out in January explaining this transition with updated information on the website.
- Legal bills continue to mount as we prepare for the upcoming trial.
- Reconciliations are done with no red flags. Our bookkeeper is removing erroneous board member checks, in Quickbooks, from last year due to canceled February 2019 meeting.

Discussion on waiving late fees due to the large amount billed, in order to catch up to monthly billing.

Marni has concerns on overage fees and will discuss them with Kristen.

Discussion on a customer that 'slipped through the cracks' and hasn't paid their bill for the past two years.

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

Invoice Processing: Presented by Jason.

- Pam motioned to transfer \$20,000 from Colorado Trust to Farmers State Bank checking. Jason seconded. Approved.

Pam motioned to pay the bills as presented. Jason seconded. Approved.

Bookkeeper Report: The bookkeepers report was presented by Jason.

- Black Hills Energy's bill is for \$83.04 and is paid via autopayment.
- MVEA's bill is for \$5328.93 and is paid via autopayment.
- Tax liability of \$1821.36 has been paid.
- CEBT is \$751.96 and has been paid.
- There are no capital expenses to be paid this month.
- There were no key deposits for the month of December.
- Approximately 20 customers have been set up for online billing.
- Past billing is caught up to the current month and monthly billing will now occur.

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

- Bac-T samples were taken and are negative.
- Fuel was purchased for the 400KW generator.
- Lynn continues to work with the State on water quality testing.
- Lynn is compiling a plan for future capital improvement projects.
- Lynn will attend a seminar on new state regulations on 3-12-2020.
- Both treatment plants are operating sufficiently and there are no distribution issues.

Discussion a customer who's pipes broke during a vacation and is wondering about leniency on paying their water bill. It was suggested by Tim to have them contact their insurance company for reimbursement.

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

There was nothing of importance to report.


Other Business:

- Discussion on hiring Community Resource Services to handle future district management.
- Motion by Tim to hire CRS, starting in June when Kristen leaves. Jason seconded. Approved.

Adjournment: A motion to adjourn the meeting at 8:12 PM. was made by Tim. Seconded by Pam. Approved.

The next scheduled regular meeting will be held on Wednesday April 8th, 2020 at the PFWD administration building located at 7340 McFerran Road at 6:00 PM.

Signed:


_____, Secretary