

MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT

May 21, 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 Thursday the 21st of May 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).

President Pam Sekac called the meeting to order at 6:07 PM.

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

PFWD Staff Present: Lynn Willow.

Visitors: None.

President Pam Sekac swore in Mark Kneebone as a new officer. Mark will stop by the office tomorrow to sign the oath and then it will be mailed or scanned to the state office.

It was decided by all board members to vote on new board positions until the end of this meeting.

Review of Minutes: Minutes were presented by Tim.

Jason brought up that the invoice processing amount was incorrect. Pam motioned to accept the minutes with minor changes. Jason seconded. Approved.

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

- There is currently \$81,520 in the bank.
- \$ 30,367.48 in invoice processing, including payroll.
- No capital improvement transfers have been requested.
- Bulk water sales are down for this month, about 23% of budget. Also, the water general was down for three days.
- Election expenses doubled due to unexpected higher printing costs, \$12k vs. \$6k.
- There were higher water testing expenses due to new state regulations/rules.

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

Invoice Processing: Presented by Jason.

- There is \$30,367.48 in District invoices and payroll.

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

Bookkeeper Report: The bookkeepers report was presented by Jason.

- A few people called in to ask for an extension on making their monthly water payment. They were granted a couple of months to catch up and their late fees will be waived.
- BHE invoice was \$63.29 and is on autopayment.
- MVEA invoice was \$ 5240.97 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 key deposits this month.
- All water bills are being sent via e-mail unless there has been no address provided or by specific request. There are currently about 40 customers still receiving paper statements.

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

- Bac-T samples were taken and are negative.
- A new gallon readout sensor was replaced on the water general. (It was shutting down after dispensing 1-200 gallons). It was down for three days, but working correctly now.
- We are on the list for free PPE (personal protection equipment) from CDHEP.
- We are following all CDC covid-19 safety practices at all times at the water plants. Park Forest Water district office is still closed to the public at this time.
- Both treatment plants are operating efficiently and there are no distribution issues.

Secretary's Report: There was nothing of importance to report.

Other Business:

- Election results will be posted on the website as soon as they are certified.
- Steve Jacobs sent an e-mail regarding campaigning against him and that it violated election laws. The State Election Department did an initial investigation and asked Pam to respond to some questions, which she did.
- Discussion on hiring CRS as a district manager. Jason motioned to table the CRS hiring date and allow Pam to advertise for an in-house office manager, and applicants to be reviewed by the third week of June, at which time the board would decide whether to interview or hire candidates or continue to go with CRS. Tim seconded. Approved.
- Jason brought up discussion of officer positions. Mark relayed his reasoning for wanting to be on the board.

Pam motioned to table officer appointments to the July or August meeting. Tim seconded. Approved.

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 Jason Kerekes at 8:15 PM and, upon affirmative vote of the quorum present, the Board convened in Executive Session at 8:15 PM. For discussion on legal matters. C.R.S. Pursuant to Section 24-6-402(2)(d.5)(I)(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 8:43 PM. upon a motion duly made by Tim Connelly, seconded by Marni Huller and, upon vote, unanimously carried.

Pam made a motion to direct the District's Water Attorney, Julianne Woodward, to not pursue a trial date at this time. Discussion. Marni said she needs to review corresponding e-mails before making a decision. Motion tabled.

Adjournment: A motion to adjourn the meeting at 8:54 PM. was made by Pam. Seconded by Tim. Approved.

The next scheduled regular meeting will be held on Wednesday June 17th, 2020 via teleconferencing at 6:00 PM.

Signed: _____



, Secretary