

# MINUTES OF THE REGULAR BOARD MEETING

## PARK FOREST WATER DISTRICT

October 14, 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 14th of October 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 6:00PM.

**Board Members Present:** Jason Kerekes, president; Marni Huller, vice president; Tim Connelly, secretary; Bob Tillman, treasurer; Mark Kneebone, director.

**PFWD Staff Present:** Lynn Willow.

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

**Review of Minutes:** Minutes of September 9, 2020 were presented by Tim.

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

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

- There is currently \$129,477 in our checking account.
- There is currently \$422,336 in the Colorado Trust account.
- Accounts receivable are \$45,565.
- Accounts payable are \$00.00, all accounts are paid in full.
- September water sales were \$41,432. September bulk sales were 12,745.
- September expenses were \$28,711.
- October disbursements are \$45,110.75.
- Discussion on the number of accounts at Farmers State Bank. Bob will look into consolidating some of them in to one.
- Discussion on some past transfers. Bob will cross check with Colorado Trust to see what they were for.
- Sharon is working on collecting past due customer accounts.

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

**Invoice Processing:** Presented by Bob.

Tim motioned to pay the bills, at \$45,110.75 as presented. Marni seconded. Approved.

**Bookkeeper Report:** The bookkeepers report was presented by Jason.

- Black Hills Energy's has a credit with us for \$31.73 after this month's payment of \$32.31.
- MVEA's bill is for \$6727.05 and is paid via autopayment.
- Tax liability of \$1851.50 has been paid.
- CEBT is \$792.61 and is paid via autopayment.
- There are no capital expenses due this month.
- One key deposit was collected for Wilder Excavation.
- Discussion on drafting a letter to customers about the importance of providing meter readings and how tier amounts figure in on their invoice.
- Discussion on helping out customers with unknown leaks, discovered during a meter reading, and an attempt to repair was made by the customer. Board agreed to credit such accounts at 50% of the water loss, upon a written explanation with receipts of parts and or a contractor's invoice.
- Discussion on how to handle customer non-payments. A possible solution would be to send their invoice to El Paso County to be attached their property tax, only after our standard procedure of sending out a demand letter and turning off their water.

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

- Bac-T samples were taken and are negative.
- Mainline replacement on Thomas road is completed. Project went well. There was a small overrun on material costs.
- The hydrant on Kurie Road was flushed. Discussion on flushing procedures.
- September lead and copper testing is complete.
- Discussion about customers tampering with District's equipment.
- We are following all CDC Covid19 safety practices at both water plants.
- Both treatment plants are operating efficiently and there are no distribution issues.

**Secretary's Report:** The secretary's report was presented by Tim.

- Discussion on who will compile the agenda each month.

**Other Business:**

- Thomas Road capital improvement project was updated by Lynn.
- Discussion on compensating two customers for cleanup and repairs caused by washout from mainline breaks.
- Discussion on future costs of Thomas Road capital improvements.
- Discussion on meter reads and the difference of the distribution report and customer readings.

### **New Business:**

- Rules and Regulation update from Marni:
  - A meter is needed for fire suppression service and there will be no monthly fee for fire suppression meters.
  - Meter readings for home sales.
  - Payment schedule and rates and dates.
  - Meter reading times.
  - **Submitance** procedure to be by e-mail or on the check memo line.
- Budget update from Bob:
  - **2020 amended budget to be compliant with the state reviewed.**
  - **2021 amended budgeting review discussion.**
- Discussion on notifying customers of upcoming meeting agendas, etc.
- Discussion on web site migration to the new state format.
- Discussion on our domain name 'clean up'. Marni took care of it all.
- Discussion on property insurance review.
- Discussion on water leasing. Tabled to the December meeting.
- Discussion on capital improvement projects.
- Discussion on the lawsuit.
- Discussion on employee performance review.

**Adjournment:** A motion to adjourn the meeting at 9:16 PM. was made by Jason.  
Seconded by Tim. Approved.

**The next scheduled regular meeting will be held on Thursday November 12<sup>th</sup>, 2020 at 6:00 PM, at Our Lady of the Pines Catholic Church located at 11020 Teachout Road.**

Signed: \_\_\_\_\_



, Secretary