

RECORD OF PROCEEDINGS

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS NORTH SHORE WATER DISTRICT

HELD

Wednesday March 20, 2019
6:30 p.m. at the Administration Building
1111 County Road 48
Grand Lake, CO 80447

ATTENDANCE:

A regular meeting of the Board of Directors of the North Shore Water District was held as shown above, and in accordance with the applicable Statutes of the State of Colorado. The following Directors were present and acting:

Kevin Manship –President-Via telephone
Jeannie Wilkinson – Vice President
Richard Simpson – Director
Jim Simoni-Via telephone
Tim Good-Secretary/Treasurer

Also present:

Staff: District Manager Katie Nicholls, District Bookkeeper Diane Temple, Chief Operator Mike Gibboni, and District Secretary Jessica Selvog.

Public: None.

CALL TO ORDER:

Vice President Jeannie Wilkinson called the meeting to order at 6:33 p.m.

MINUTES:

A brief discussion ensued regarding the meeting minutes. By **MOTION** and second, the Board approved the Minutes from February 20, 2019 as presented.

MATTERS BEFORE THE BOARD:

The Board discussed the possibility of forming a committee to resolve certain issues they may have with the billing process including how and when late fees are sent out, emailing invoices and whatever else may come up in the future where they believe they would need to investigate an issue that may be going before the Board. Katie informed the Board that Staff does not have any issues with the billing process and that the Board members are always welcome to meet with Staff individually for more information on any of the processes used.

Discussion ensued regarding C-Safe, details about transferring money, and average quarterly expenditures. By **MOTION** and second, the Board agreed to move \$69,000.00 to the C-Safe account from their savings account at Grand Mountain Bank prior to March 30th, 2019.

The Board continued discussion regarding email invoicing. Director Simpson requested another trial run of 20 more people occur. Staff informed the Board that establishing the email invoicing was an easy process with Three Lakes Water and Sanitation, and anticipated the same for North Shore. However, the first step is to collect emails. After some discussion the Board directed Staff to send the Board email invoices for the second quarter to the Board members only and begin email collection of customers.

The Board requested an aging receivables report be included in the packet for the next Board meeting. They additionally requested that all names be removed from the report.

PUBLIC COMMENT:

No public comments.

FINANCIAL STATEMENTS:

By **MOTION** and second, the Board accepted the February 2019 checklist as presented. Director Simpson questioned if the charge from Day & Associates for year-end payroll prep was an additional charge or included in the agreement for the 2018 audit prep. The Board directed staff to find out if the charge is included in the original proposed cost for the audit.

By **MOTION** and second, the Board approved the February 2019 financial documents as presented.

MATTERS FOR DISCUSSION AS BROUGHT FORTH BY BOARD MEMBERS:

Discussion ensued regarding the Audit in May, Day and Associates scope of work, expectations, and timeline regarding the close out of the 2018 books in preparation of the audit. Diane reported that while Day and Associates are still wrapping up their work, they stated that the books are clean. They would like to change the name of some accounts, and were looking into if the District had to do fund accounting, but the books are clean.

Vice President Wilkinson questioned whether phoning in for Board meetings should be for emergencies only. A discussion ensued regarding Director Simpson's six month call in period last year and the interruptions to the meeting flow it created. Director Simpson stated his intent is to listen more and speak less during his upcoming absence. The Board agreed to continue to allow Director Simpson to call in for meetings while he is out of the County.

CHIEF OPERATOR REPORT:

Water usage continues to be high. The previous suspected leak area will be investigated further in the spring when the snow melts.

DISTRICT SECRETARY REPORT:

None.

By **MOTION** and second, with no further business to be brought before the Board, the meeting was adjourned at 7:27 p.m.

Next Board meeting will be **April 17th, 2019**



Jessica Selvog, Recording District Secretary



Tim Good, Secretary/Treasurer