

**MINUTES OF THE REGULAR BOARD MEETING  
PARK FOREST WATER DISTRICT  
JANUARY 8, 2014**

President Roger Lage called the meeting to order at 7:04 pm.

**Board Members Present:** Roger Lage, Cal Utke, Brian Lee, and Ken Fulton.  
The board excused the absence of Bruce Anderson due to prior commitment.

**PFWD Staff Present:** Kathy Marx, Lynn Willow and Ellen Robley.

**Guests:** Ross Wiens and Jack Frasier

**Guest Discussion:** Ross Wiens, customer at 11335 Wakely Road, brought in his water filter to show board members what the water quality is like at his house. He is experiencing sediment in his pipes thus making for brown water and staining in laundry and toilets. Ross has been experiencing this for over a year. The staff and board were unaware of water issues at this residence. Ellen Robley stated that it was being caused by iron and manganese in the water. The board and staff were unaware of the water quality and any changes to chemical settings and changes in chemicals that might be causing the problem. The board asked Ellen Robley and Lynn Willow to adjust chemical settings to resolve the problem.

Jack Frasier (Frasier Electrical Engineering, Inc.) was present to give the board an update on the installation of the generator at the Squires Plant. Jack expressed concerns with the control wiring. The control wires were not marked with the correct numbers for the generator to the ATS (Automatic Transfer Station). A general wiring diagram that gave ATS control of the generator and feedback from the generator to the annunciator panel installed in the ATS was used. The internet communication feature was not incorporated in the installation. There are two wires related to the diesel tank activity that were not connected. The block heater is working properly. The unit has a 24 volt starting system; the batteries have been checked and are okay. An operational test was performed on December 27, 2013, by disconnecting the utility power from the station. The power transfer for the booster pumps, plant, and Well # 1 went smoothly. When Well #5 was added and the load progressed up to 80%, the generator began to shake and Well #5 shut down on overload. The Cummins representative and all other parties will be meeting on site at the end of the week of January 13<sup>th</sup>-18<sup>th</sup>. They plan to run tests, obtain voltage and current measurements and tweak some of the generator and/or VFD settings, in hopes of solving the problem.

**Review of Minutes:** The minutes of the December 11, 2013, Board meeting were submitted. A motion to accept the minutes was made by Cal Utke, seconded by Brian Lee. Approved.

**Treasurer's Report:**

Total Cash:	\$ 301,753.75
Total Assets:	\$ 1,945,237.57
Total Liabilities:	\$ 89,957.94
Accounts Payable:	\$ 14,205.20

Bulk Water Sales: \$ 2,679.41

It was noted that the financial statement is showing an overage of 331.71% for electricity at Well #5. When the electrical work was done at the Squires Plant, the electrical services for Well #1 and the Squires Plant were combined with the meter for Well #5, and were put onto one meter, therefore not matching the budget. The 2014 budget will show the new meter setup.

A motion to accept the Treasurer's report was made by Cal Utke, seconded by Brian Lee. Approved.

**Invoice Processing:** The list of invoices for processing was reviewed prior to the board meeting by board members. The list of invoices requiring payment totaled \$24,054.71 from the operating account and \$9,611.77 from the capital account. A motion to pay was made by Brian Lee, seconded by Ken Fulton. Approved.

**Bookkeeper/Office Manager Report:** The report was sent to board members for review prior to the board meeting by Kathy Marx.

The December billing was mailed December 30 and totaled \$42,083.54.

A motion, authorizing Kathy Marx to make the three (3) following transfers, was made by Cal Utke, seconded by Brian Lee. Approved.

Transfer \$17,850 to Farmers State Bank Debit Service Account from ColoTrust Capital Improvement Account for the 2014 lease payments.

Transfer \$28,624 to Farmers State Bank Checking Account from ColoTrust Capital Improvement Account to cover the 2014 operating shortage.

Transfer \$10,000 to Farmers State Bank Capital Account from ColoTrust Capital Improvement Account to cover current shortage and maintain a balance.

The Certification of Tax Levies document has been completed and filed with the El Paso Assessor.

The District's Special District Association (SDA) transparency notice, profile information and SDA membership have been updated.

The paperwork for the Eagle Rising Inclusion has been signed by the District Court and recorded with the El Paso County Clerk.

The current, accurate map of district boundaries prepared according to Division standards has been filed with the Department of Local Affairs (DOLA).

**Operator's Report:** The report was sent to board members for review prior to the board meeting by Lynn Willow.

Lynn is still trying to contact Pikes Peak Community College about their internship program for students enrolled in their water quality program.

Lynn is still looking for a truck for the District to purchase.

Lynn will be attending the Colorado Rural Water Association Conference and Exhibition being held February 3<sup>rd</sup> thru 6<sup>th</sup> in Colorado Springs.

**ORC Report:** The report was passed out to board members for review at the meeting by Ellen Robley.

The Sanitary Survey has been scheduled for February 7, 2014. All clean-up has been completed at the facilities.

A meeting has been scheduled with Energy Management Corporation (EMC) for Tuesday, January 14, 2014, in Denver to discuss adding detail to the Price Plant proposal for panel upgrade to consolidate control systems and enable telemetry.

Ellen will do a follow up with the commercial properties regarding backflow testing, which was required by the end of the year. Kathy Marx will provide Ellen with the property management contact information for Plaza in the Forest and Black Forest Square. A meeting is expected to occur with the property managers and a backflow testing company.

A proposal from Arvada Pump Company to provide and install flow meters on Wells 4 & 5 and the outflow from the Squires Plant has been received. The cost for Well #5 is \$6,549, Well #4 is \$8,076 and Squires outflow quote is \$4,897. A motion to have Arvada Pump proceed with meter installation at Well #5 and the Squires outflow meter and to include taps for chemical injecting was made by Cal Utke, seconded by Brian Lee. Approved. More information is needed before Well #4 will be done.

**Secretary's Report:** The mail was reviewed. There was no critical mail.

#### **Old Business:**

The 2014 budget documents were signed by board members. The certified copy of the adopted budget, including the budget message, must be filed with Department of Local Affairs no later than January 31, 2014.

The follow up letter describing the next step for the District was mailed to the Eagle Wing customers that have not signed their Quit Claim Deeds on January 6, 2014. There are 14 residents that have not signed the deeds. The Board is still looking for Ed Edwards or anyone associated with Shamrock Development LLC.

The Eagle Rising Easement Agreement was signed and notarized. The Special Warranty Deed (Water Rights) has been completed. Kathy will file the documents with the El Paso County Clerk. The Board asked Ellen and Lynn to review the Eagle Rising Construction Drawings showing the design for the installation of water lines, with John Schwab.

Jack Frasier is working on as-built design plans and the Operating Manual for the Squires Plant electrical upgrades. Energy Management Corporation also needs to provide an O&M manual for the new control panel.

The Water General wiring has been completed except for the SCADA connection. A preliminary meeting with a representative from National Meter will take place on Thursday, January 9, 2014. The unit may be able to be setup and service established, although the system won't be available through the internet until CenturyLink

has provided the connection at the Squires Plant. Training will occur at a later date. The board requested staff to talk with the company representative about developing an operating manual. The board is expecting the Water General to be operational by February 1, 2014. There will be a \$25 key deposit and a lost key charge of \$50 for all bulk water customers.

The generator project is in final testing stages. Jack Frasier spoke to the board about the generator issues at the beginning of the meeting.

Ellen Robley has updated the Rules & Regulations with the suggestions made by Paul Anderson. She did not update the process for operating the Water General. The Board is to review before next meeting so the updated version can be posted on the Website.

The flow meters for Well #1 and Well #3R have been certified and the District is considered to be in compliance with the Colorado Division of Water Resources.

The Proposals for Development of a Preliminary Engineering Report (PER), are still being reviewed and discussed. Ellen Robley and Roger Lage need to meet with JPS Engineering to discuss his proposal and will then develop a comparison sheet on the two proposals.

Work continues on the process to get the \$25,000 Administration Grant to help fund a Preliminary Engineering Report (PER).

Lynn Willow and Ellen Robley will soon begin work on the inventory project.

The District-owned portions of the CenturyLink internet service connection are complete and will be inspected by CenturyLink's engineer on Thursday, January 9, 2014. Service should be available within the next month.

#### **New Business:**

The Sunshine Law compliance information was read by Brian Lee.

- A. Regular meetings of the Board of Directors will be held on the second Wednesday of every month at 7:00 p.m. at the PFWD Administration Building, located at 7340 McFerran Road, Black Forest, Colorado.**
- B. Meeting notices will be posted at the Office of the El Paso Clerk & Recorder, located at 1675 West Garden of the Gods Road in Colorado Springs; at 7340 McFerran Road in Black Forest; at the Squires Plant at Black Forest and Burgess Road in Black Forest; at the Black Forest Fire and Rescue Station, located at 11415 Teachout Road in Black Forest, and on the District's website <http://www.pfwd.org>.**
- C. All minutes and other official records of the District will be retained by the District Office Manager for Park Forest Water District at 7340 McFerran Road in Black Forest, Colorado.**

Three (3) seats on the Board of Directors will be up for election on May 6, 2014. A motion to appoint Kathy Marx as the Designated Election Official for the May, 2014, election and authorize her to complete the necessary tasks in connection with the election was made by Cal Utke and seconded by Brian Lee. Approved.

Kathy will be participating in the January 21 Webinar training hosted by DOLA. The call for nominations must be done between February 5, 2014, and February 20, 2014. Notice of Self-Nomination and Acceptance forms must be filed with Kathy by Friday, February 28, 2014.

Ellen Robley continues to work with Mountain States Pipe & Supply and National Meter on pricing for upgraded systems. She has met with a representative for Neptune meters and will make sure they are included in any bid process. Both radio-read and fixed-point systems will be proposed. Once all suppliers have been contacted, Ellen will compile an Excel spreadsheet showing the facts.

**Adjournment:** A motion to adjourn the meeting at 9:26 p.m. was made by Cal Utke, seconded by Ken Fulton. Approved.

**The next regular meeting will be held on February 12th, 2014, at 7:00 pm at the PFWD Administration Building, located at 7340 McFerran Road.**



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CAL UTKE, SECRETARY