

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
April 5, 2017**

President Pam Sekac called the meeting to order at 7:03 p.m.

Board Members Present: Pam Sekac, Tim Connelly, Jason Kerekes, Roger Lage and Megan Johnson

PFWD Staff Present: Bill Stedman and Lynn Willow

Visitors: Manjinder Singh

Visitor Comments: Additional information was requested in regards to the commercial property at the NE corner of Burgess and Black Forest.

Review of Minutes: The minutes of the March 15, 2017, Regular Board Meeting were submitted. A motion to accept the minutes was made by Tim Connelly, seconded by Roger Lage. Approved.

Treasurer's Report: See enclosed report posted to Park Forest Water District's website. (please refer to <http://www.pfwd.org/Pages/FinancialStatements.aspx> March 2017)

As of March 31, 2017 (Preliminary Treasurer's Report, due to early time of meeting)

Total Operating Income:	\$ 46,112.34
Total Operating Expenses:	\$ 60,933.12
Net Operating Income/(Loss):	(\$ 14,820.78)

A motion to approve the financials and Treasurer's report was made by Tim Connelly, seconded by Roger Lage. Approved.

Invoice Processing: The list of invoices for processing was reviewed prior to the board meeting by board members. A motion to pay the bills was made by Roger Lage, seconded by Tim Connelly, Approved.

Bookkeeper/Office Manager Report: The report was sent to the Board for review prior to the board meeting by Bill Stedman.

- Reported on Bulk water sales YTD
- Reported on current properties for sale
- The SDA will be holding a regional training seminar in Fountain, June 12, 2017

ORC/Operator Report: The report was sent to the Board for review prior to the board meeting by Lynn Willow.

- Bac.-T samples for the month have been taken and were negative.
- Further investigation of the running water on Teachout Road determined that there was an abandoned tap that was leaking. It was repaired, and the running water has stopped.
- The main line mapping project has begun. This was approved in the 2017 budget.
- Kaleb Hunter, the District 10 Ground Water Commissioner, was here to examine Well #2. This well is currently disabled.
- Ann Roehrig from CBIZ was here 4/4/2017 to do a property appraisal of the buildings and equipment for insurance purposes.
- The district received a grant from the CSD pool towards Safety and Loss prevention for 2017.
- The Water General station has been having issues. The ORC/Operator is looking into the problem.
- Over all, the system is operating well.

Secretary's Report:

- A letter was received from El Paso County notifying the district of the upcoming road construction projects for 2017.

Old Business:

- Eagle Rising. There was nothing new to report.
- Water Enterprise legal documentation was received. A motion to approve the resolution was made by Roger Lage, seconded by, Megan Johnson, Approved.
- Rules and regulations were received from the District's lawyer. The Board will make changes, comments and edit changes and re-submit to legal.
- A technology audit was presented and recommendations were submitted to the Board. Roger Lage made a motion to implement the general recommendations effective immediately, seconded by Tim Connelly, Approved.

New Business:

- Service contracts were reviewed. A motion to approve the Ross Electric service contract was made by Roger Lage, seconded by Tim Connelly, Approved
- Increased limit or change the credit card. The Treasurer will investigate options.
- Microsoft contract will go month to month- email addresses will be updated.
- The President and Treasurer are continuing work on developing an Accounting/ Procedures Manual for the District.

Adjournment: A motion to adjourn the meeting at 9:34 p.m. was made by Roger Lage, seconded by Tim Connelly, Approved.

The next regular meeting will be held on Wednesday May 10, 2017 at 7:00 pm at the PFWD Administration building, located at 7340 McFerran Road.

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 5, 2017
REGULAR MEETING MINUTES OF THE PARK FOREST WATER
DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Signature on file in office

Pam Sekac

Signature on file in office

Roger Lage

Signature on file in office

Megan Johnson

Signature on file in office

Tim Connelly

Signature on file in office

Jason Kerekes

Signature page for the April 5, 2017 Regular Meeting Minutes