

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
February 8, 2017**

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

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

Board Member Excused: Roger Lage

PFWD Staff Present: Lynn Willow and Bill Stedman,

Visitors: Ken Fulton

Visitor Comments: none at this time

Review of Minutes: The minutes of the January 16, 2017, Regular Board Meeting were submitted. A motion to accept the minutes was made by Tim Connelly, seconded by Megan Johnson. Approved.

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

As of January 31, 2017

Total Operating Income:	<u>\$ 1,975.62</u>
Total Operating Expenses:	<u>\$ 20,092.42</u>
Net Operating Income/(Loss):	<u>(\$ 18,116.80)</u>

A motion to approve the financial statements and Treasurer's report was made by Megan Johnson, seconded by Tim Connelly, Approved.

Invoice Processing: The list of invoices for processing was reviewed prior to the board meeting by board members. A discussion to move our web host to the State site from Microsoft ended in an agreement to pursue this within the next month.

A motion to pay the bills was made by Tim Connelly seconded by Megan Johnson, Approved.

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

- A draft newsletter is due by Monday, February 20, 2017. *Board agreed that a bi-annual letter would be more appropriate at this time. Summer and Winter were suggested.

- Megan Johnson made a motion to approve the engagement letter to produce a compilation on our finances by Osborne, Parsons & Rosacker LLP, Tim Connelly. Approved.
- Tim Connelly made a motion to transfer \$19,000 from ColoTrust capital improvement to FSB Capital Improvement for January 2017 expenditures primarily for the new backup generator, Jason Kerekes seconded. Approved
- The 2017 budget package has been sent to and been received by DOLA. The Bookkeeper/Office Manager is waiting for their email indicating whether they have accepted it.
- A request that the board review the attached document from SDA regarding proposed legislation that would affect the timing of Board elections. The Board did not have strong feelings one way or the other about the timing of the Board elections.
- A discussion in regards to renters and time spent recovering fees was brought to the board. The board again discussed changing our rules and regulations to keep home owners liable for billing instead of allowing renters to put the water bill in their name. Another option would be to retain a deposit from renters. The board decided to request our attorney create verbiage to require the owner to remain accountable for water bills and will charge to owners directly.

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.
- Backup generator for the Price Plant has been connected; it passed inspection and is fully operational. The total cost was \$49,228.19.
- Backup Generator had a full service oil change and load bank test.
- The air filter and oil pressure sensor were replaced on the new backup generator
- The transmission in the PFWD truck went out and was replaced at a cost of \$2,605.00. This also included replacing the starter.
- ORC/Operator requested the board's opinion about reducing number of years on distribution report graph, 5 years was agreed upon
- **Request the PFWD Board of Directors approve the installation of Remote Read Meters for this year (2017).**
- After having meter reading issues with two commercial accounts, the ORC/Operator did an inspection of the meters at the plaza and found that all of the remote meters are reading lower than the master meters. This is common for the age and type of meter.
- The ORC/Operator is recommending that the district replace 4 of the meters right now. The ORC/Operator would like to replace the old meters with the Senses ipearl mag. meter. This is the meter that the ORC/Operator would recommend for remote read meters:
 - Black Forest Square.
 - Subway.
 - 2 irrigation meters at the plaza.

The board requested more substantial and broken down numbers to be collected over the next month, and reported for further discussion.

Secretary's Report:

- An engagement letter with Osborne, Parsons & Rosacker, LLP for the preparation of 2016 financial statements and preparation and submission of the State of Colorado Application for Exemption from Audit form was received.

- The district received a letter from the Office of the County Assessor in regards to 2017-2018 residential rates. They appear lower; however final numbers are not yet reported and will be published by April 15, 2017. These numbers are reflected in residential property valuations.

Action Item List:

- A discussion began in regards to the district moving to using a rewards based credit card to pay some bills and gain ability to contribute to balances, Jason Kerekes will research card options.
- Software updates/technical support will be pursued by Pam Sekac
- An audit checklist was introduced by Jason Kerekes and will be given to the office manager.

Old Business:

- The district's lawyer notified the district that Part 2 of the original lawsuit filed by Steve Jacobs dba Casas, was denied by the court. Part 1 has not yet been decided by the court.
- The Board reviewed a request for water service to 7495 Eagle Wing. Request denied until subdivision approved and Inclusion Agreement in force with terms met.
- Rules and Regulations- clarifications are needed. The Board agreed to have the district's lawyer review the entire document and recommend clarifications and changes.

New Business:

- Discussion regarding becoming a Water Enterprise was postponed until the next meeting.
- Discussion of remote readers. The Board requested more information before considering this further. Pam Sekac will look into this.

Adjournment: A motion to adjourn the meeting at 9:12 p.m. was made by Jason Kerekes, seconded by Pam Sekac, Approved.

The next regular meeting will be held on Wednesday March 8, 2017 at 7:00 pm at the PFWD Administration building, located at 7340 McFerran Rd

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 8,
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 February 8, 2017 Regular Meeting Minutes