

**MINUTES OF THE REGULAR BOARD MEETING  
PARK FOREST WATER DISTRICT  
January 16, 2017**

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

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

**PFWD Staff Present:** Lynn Willow and Bill Stedman

**PFWD Legal Counsel Present:** Paul Anderson

**Visitors:** none

**Visitor Comments:** none

Roger Lage made a motion to move into executive session for the purpose of discussion with legal council (sec 24-6-402). Seconded by Pam Sekac, approved. 7:11 PM

Roger Lage made a motion to move out of Executive Session at 8:42 PM, seconded by Tim Connelly, Approved

Paul Anderson noted that the Board did not make any formal decisions during the Executive Session

**Review of Minutes:** The minutes of the December 14, 2016, Regular Board Meeting were submitted. A motion to accept the minutes with minor corrections was made by Roger Lage, seconded by Tim Connelly. Approved.

**Treasurer's Report:** See enclosed report posted to Park Forest Water District's website. (reference <http://www.pfwd.org/Pages/FinancialStatements.aspx> December 2016)

As of December 31, 2016

Total Operating Income:	<u>\$ 263,229.36</u>
Total Operating Expenses:	<u>\$ 216,986.17</u>
Net Operating Income/(Loss):	<u>\$ 46,243.19</u>

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

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

- Roger Lage made a motion to remove Cal Utke as an authorized signer on all bank accounts, seconded by Tim Connelly, Approved
- Tim Connelly made a motion to transfer \$50 to the ColoTrust Restricted Account from Farmers State Bank Checking Account to cover key deposits from Fischer Enterprises and Gordon Construction, seconded by Roger Lage, Approved.
- Roger Lage made a motion to transfer \$17,849 to FSB Debt Service Account from ColoTrust Capital Improvement Account for 2017 lease payments, seconded by Tim Connelly, Approved.
- Tim Connelly made a motion to transfer \$3,000 To FSB Capital Account from ColoTrust Capital Improvement Account for December 2016 capital expenditures, seconded by Roger Lage, Approved.
- Roger Lage made a motion to commit \$16,000 from Retained Earnings for the balance of the new generator costs that will be incurred in 2017, seconded by Tim Connelly, Approved.
- Tim Connelly made a motion to transfer \$50,000 in excess general revenues for 2016 from the FSB Checking Account to the ColoTrust Capital Improvement Account, to be committed for Future Major Capital Needs. Motion was seconded by Roger Lage. Approved.
- Roger Lage made a motion to approve a formal resolution to allow excess funds to be moved from our working checking account to the ColoTrust account to allow for savings of future capital needs, seconded by Megan Johnson, Approved.
- Tim Connelly made a motion to approve the formal resolution to adopt PFWD capital budget and Capital fund reserve, seconded by Jason Kerekes, Approved.
- Bill reviewed several highlights from the financial statements for 2016:

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

- BacT samples taken and negative
- Excavated for possible leak on Teachout Road. At this time, it still appears to be ground water, since no chlorine was found in it. Lynn will continue to keep an eye on the problem.
- A backup generator for the Price plant was delivered from Parker, CO
- Ross Electric disassembled the generator unit on 12-19-2016 for transportation and is now working on connecting the unit to price plant
- High Country Crane delivered on 12-27-2016
- There will be an 8 hour power outage at the Price plant on 1-18-2017
- Fuel was purchased from both generators
- Full service and a load bank test is scheduled for 1-19-2017 for the Price Plant backup generator by Cummins Rocky Mountain LLC
- A meter was replaced at a resident's home in Eagle Wing
- The results of the Sanitary Survey performed by the State of Colorado on 12-13-2016 were very favorable towards the district, with only two comments. Both have been addressed by the O.R.C.

**Secretary's Report:**

- State report on our sanitation survey concluded PFWD operates above average- items were documented and addressed
- A copy of the order from the state Water Division Engineer to Casas #4 regarding the illegal filling of the two ponds in Eagle Rising was received from Doug Hollister, the District Water Commissioner.

**Action Item List:**

None at this time

**Old Business:**

- Eagle Rising. The Board directed legal counsel to handle the negotiations with Dr. Jacobs' attorney concerning the water service request and any separate request to purchase water for refilling the ponds.

**New Business:**

- Sunshine Law Compliance: Sunshine Law Compliance
  - 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.
  - 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 11445 Teachout Road in Black Forest; and on the District's website <http://www.pfwd.org>.
  - All minutes and other official records of the District will be retained by the District Administrator for Park Forest Water District at 7340 McFerran Road in Black Forest, Colorado

**Adjournment:** A motion to adjourn the meeting at 9:28 p.m. was made by Tim Connelly, seconded by Pam Sekac, Approved.

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 16,  
2017 REGULAR MEETING MINUTES OF THE PARK FOREST WATER  
DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Signature on file in office  
Pam Sekac

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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 January 16, 2017 Regular Meeting Minutes***