

**MINUTES OF THE REGULAR BOARD MEETING
AND PUBLIC HEARING
PARK FOREST WATER DISTRICT
March 15, 2017**

President Pam Sekac called the meeting to order at 7:01 p.m.

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

PFWD Staff Present: Bill Stedman was present; Lynn Willow was absent and excused

Visitors: Jeffrey Kolm

Visitor Comments: none at this time

Review of Minutes: The minutes of the February 8, 2017, Regular Board Meeting were submitted. A motion to accept the minutes with minor corrections was made by Roger Lage, seconded by Jason Kerekes. Approved.

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

As of February 28, 2017

Total Operating Income:	<u>\$ 37,175.80</u>
Total Operating Expenses:	<u>\$ 41,554.68</u>
Net Operating Income/(Loss):	<u>(\$ 4,378.88)</u>

- The Bookkeeper/Office Manager reviewed adjustments to the December, 2016 and January, 2017 financial statements. The revised financial statements will be posted on the PFWD website.
- Service contracts for the plants' SCADA/programming control systems were discussed. Further research on companies and contracts will be pursued by the Board and ORC.
- Discussion of legal fees. Pam Sekac reported that the District's lawyer will be re-writing the Rules and Regulations instead of trying to update them.

A motion to approve the financials 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 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 transfer \$25 to the ColoTrust Restricted Account from the Farmers State Bank Checking Account for the key deposit from Meeske Custom Excavating, seconded by Tim Connelly. Approved.
- The 2017 budget package has been accepted by DOLA.
- The Bookkeeper/Office Manager noted that bulk water sales are much higher than budgeted, and than during the corresponding months in prior years, due to local projects in the area.

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.
- After further investigation of the Commercial meters in the business complex, it has been determined that the difference between the master meters and the remote readers is due to the fact that the remote readers were installed after the master meters had been installed. However, the usages for both meters are the same.
- If and when the district decides to replace meters, the ORC is recommending that the district use the Sensus IPearl meter.
- A preliminary schedule for upcoming capital projects is being formulated
- Secondary to nationwide concern with water clarity, the state is back to requiring yearly testing for corrosion control (i.e.: lead and copper). These tests will be performed in August.
- Over all, the system is operating well.
- Secondary to a previous commitment the ORC is excused from the meeting.

Secretary's Report:

- No report of additional mail/communications at this time

Old Business:

- Eagle Rising. There was nothing new to report.
- Water Enterprise. Roger Lage made a motion to make the PFWD a Water Enterprise, with the confines of an increase of no more than \$3,000 for legal fees and filings, seconded by Tim Connelly. Approved.
- 2015/2016 Audits,
 - President Pam Sekac recommends additional assistance to checks and balances of the office accounting, in addition to yearly full audits. As a result of the increased responsibilities expected of the Treasurer, Tim Connelly indicated that he did not feel he could continue in that position. Pam Sekac made a motion to appoint Jason Kerekes Treasurer and Tim Connelly Director, seconded by Roger Lage. Approved
 - With the additional information the Board will gain from the 2016 audit, a determination will be made as to the need of yearly audits or partial audits. Roger Lage made a motion to decide yearly if the district will conduct a full or partial audit, seconded by Tim Connelly. Approved.

- The auditor also recommended that the District develop an accounting and procedures manual. This will be drafted by the Board
- Rules and regulations. Pam Sekac reported that the District's lawyer is re-writing the Rules and Regulations.
- Penalty fees were examined. Tim Connelly made a motion, seconded by Roger Lage, to make the following changes in the Rules and Regulations. Approved.
 - Change the Due Date from the 20th of the month to the end of the month.
 - Change the Late Payment Fee to a flat \$15.00 fee for payments not received by the 5th of the month following the Due Date.
 - Eliminate the Past Due Notice Administrative Fee and Shut Off Warning.
 - Eliminate the Delinquent Account Administrative Fee
 - Shutoff notices
- Tim Connelly made a motion that if a payment isn't received within two billing cycles, a shutoff notice will be included with the second bill. Seconded by Megan Johnson, Approved. The Board also noted that arrangements can be made for payment plans within office hours.
- Homeowner responsibilities v Renter- Homeowner will receive a notification if a shut off notice is served. Homeowners remain ultimately responsible for all past due and final payments.
- Meters at shops are no longer a concern

New Business:

- Technology Audit and Account Control. Postponed until next meeting.
- Lock Box request for election records to be kept in the locked fire-resistant file was discussed.
- Increased limit or change the credit card. The new Treasurer will investigate options.

Adjournment: A motion to adjourn the meeting at 9:26 p.m. was made by Megan Johnson, seconded by Tim Connelly, Approved.

**The next regular meeting will be held on Wednesday April 5, 2017 at 7:00 pm at the PFWD
Administration building, located at 7340 McFerran Road.**

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 15,
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 March 15, 2017 Regular Meeting Minutes