

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
May 10, 2017**

President Pam Sekac called the meeting to order at 7:06 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: Bruce Anderson

Visitor Comments: Inquired about PFIA and if it still exists.

Review of Minutes: The minutes of the April 5, 2017, Regular Board Meeting were submitted. Minor corrections were made. 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> April 2017)

Financial Information:

- Income is on target with budget
- A report of Quickbooks was presented: a payroll upgrade will be researched
- Credit card research and recommendations will be ongoing
- Bank recommendations were submitted

A motion was made by Jason Kerekes to move the checking account from standard checking to SuperNow checking at Farmers, seconded by Roger Lage. Approved.

As of April 30, 2017

Total Operating Income:	<u>\$ 84,866.55</u>
Total Operating Expenses:	<u>\$ 79,818.28</u>
Net Operating Income/(Loss):	<u>\$ 5,048.27</u>

A motion to approve the financials and Treasurer's report was made by Roger Lage, seconded by Megan Johnson, 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.

- Report on Water General investment and profit
- Property insurance update

A motion to transfer \$25 to the ColoTrust Restricted Account from Farmers State Bank Checking to cover a key deposit from Long Haul Drilling was made by Roger Lage seconded by Tim Connelly, Approved

A motion to transfer \$25 to the Farmers State Bank Checking account from the ColoTrust Restricted Account for the refund of a key deposit to William and Susan Shields was made by Roger Lage seconded by Tim Connelly, Approved

The Board discussed the \$50 Bulk Water Lost Key Fee, and determined that this is a penalty fee that goes into General Operating Income. Roger Lage made a motion, seconded by Tim Connelly, to move \$150 from the ColoTrust Restricted account to the Farmers State Checking account. Approved.

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

- The main line mapping project is continuing
- Safety equipment was purchased from the grant money issued last month
- Squires electric usage was high secondary to increased use of the Water General
- Over all, the system is operating well.

Secretary's Report:

- Letters were received from the El Paso County Assessor with property values
- Customer letters/comments were reviewed

Old Business:

Action item list

- Roger Lage motioned to sign a contract with EMC to provide preventative maintenance on the SCAADA control system, seconded by Tim Connelly, Approved
- Technology research for laptop recommendation was presented
- It was recommended that the PFWD remain with Century link internet

A motion was made for the purchase of a new PFWD laptop by Roger Lage, seconded by Jason Kerekes, Approved

New Business:

- Billing card format changes were recommended

Adjournment: A motion to adjourn the meeting at 8:50 p.m. was made by Pam Sekac, seconded by Tim Connelly, Approved.

The next regular meeting will be held on Wednesday June 14th, 2017 at 7:00 pm at the PFWD Administration building, located at 7340 McFerran Road.

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 10, 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 May 10, 2017 Regular Meeting Minutes