

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
November 14, 2016**

President Pam Sekac called the meeting to order at 7:02 p.m.

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

PFWD Staff Present: Lynn Willow and Bill Stedman

Visitors: Bob Tillman, Mary Willow, Paul Koscielniak, Laura and Gary Boswell, Andy Houck, Lee and Jenny Burton, Jolie Owen, Ron Arms, Jennifer Hull, Bill Cutkomp

Visitor Comments:

Pam and Roger gave presentations on the current 2016 and 2017 proposed budgets, and opened the floor for comments.

Discussion covered water district education, budget needs, costs, depreciation, and potential leasing options.

There were a couple of questions regarding the proposed base rate increase. The Board responded that this is needed to cover the cost of the administrative and operating expenses of the district, There was also discussion about the long-term future needs of the district, including the possibility of the need to replace a well, and what this might cost. The Board indicated that it will be assessing these needs and establishing priorities to formulate a long-term capital needs plan for the district in the coming months.

Review of Minutes: The minutes of the October 12, 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> October 2016)

As of October 31, 2016

Total Operating Income:	\$ 217,912.06
Total Operating Expenses:	\$ 179,338.33
Net Operating Income/(Loss):	\$ 38,573.73

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

2016 Forecast Projected Annual Income

Total Operating Income:	<u>\$ 251,722</u>
Total Operating Expenses:	<u>\$ 216,159</u>
Net Operating Income/(Loss):	<u>\$ 35,563</u>

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.

Bill requested an increase in credit card limits for Lynn and himself because they needed almost their full limits in October, primarily due to repairs for the truck. Roger made a motion to increase the credit card limit to \$2,000 per card for a total of \$4,000 for the district, seconded by Tim Connelly. Approved

Roger Lage made motion, seconded by Tim Connelly, to add Jason Kerekes and Megan Johnson as signers on all bank accounts. Approved.

There was discussion about the necessity of the “Prior Acts Coverage” in the Property and Liability Insurance coverage through the CSD Pool. After Bill had discussed this with the CSD Pool representatives, he recommended that this not be renewed. The board concurred, and Bill will contact the CSD Pool.

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.
- Valve on Hungate was installed successfully.
- 12 state compliance water test samples were taken and sent.
- Backup generator at the Squires Plant was serviced. This inspection revealed items that need replacing . Roger Lage made a motion to approve the repairs, seconded by Jason Kerekes, Approved
- State water resource inspector was on site 9/13/16 for well inspection. The wells passed inspection.
- Lynn is working with Pam and Bill on budget.
- Lynn recommended that the district purchase a backup generator for the Price plant. It is being offered at a very reasonable price. The total cost, including installation, will be about \$50,000. This is a savings of approximately \$24,000 from what the expected cost had been. Roger Lage made a motion to approve the purchase of the backup generator for the Price plant, upon validation by an Electrical Engineer that it would be compatible with our current system, and to pay for this from existing capital funds. Seconded by Tim Connelly. Approved.

Secretary’s Report:

- The Board agreed to a suggestion that meeting minutes would be considered a collaborative process, with all Board members signing them after approval.
- Customer comments regarding late fees, not selling water and water shut off responses were read.

Action Item List:

Items include:

- making a long range plan for the district
- examining the PER (Preliminary Engineering Report)
- discussing budget

Old Business:

- Eagle Rising. The Board discussed ongoing issues.
- The proposed base rate increase to \$57 per month will not cover approximately \$29,000 of the operating and administrative expenses in 2017. This shortfall will have to be covered by excess usage charges, bulk water sales, and penalty fees. As discussed during the last two years, this increase to \$57 is the second of a planned 3-year increase in the base rate to have the base rate cover all the operating and administrative expenses.
- The Board discussed customer comments regarding the proposed rate increase. The Board also discussed various rate increase options, and the impact to the district of each.

Adjournment: A motion to adjourn the meeting at 9:50 p.m. was made by Megan Johnson, seconded by Tim Connelly, Approved.

The next regular meeting will be held on Wednesday December 14, 2016 at 7:00 pm at the PFWD Administration building, located at 7340 McFerran Road.

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 14,
2016 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 November 14, 2016 Regular Meeting Minutes