

**MINUTES OF THE REGULAR BOARD MEETING  
PARK FOREST WATER DISTRICT  
October 12, 2016**

President Pam Sekac called the meeting to order at 7:06 p.m.

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

**Board Members Excused:** Megan Johnson

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

**Visitors:** Ken Fulton,

**Visitor Comments:** None

**Review of Minutes:** The minutes of the September 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> Ober 2016)

As of September 30, 2016 Actual Income and Expense:

Total Operating Income:	\$ 164,010.14
Total Operating Expenses:	\$ 161,011.37
Net Operating Income/(Loss):	\$ 2,998.77

2016 Projected Annual Income and Expense:

Total Operating Income:	\$ 250,145
Total Operating Expenses:	\$ 214,516
Net Operating Income/(Loss):	\$ 35,629

Bill presented the 2016 Forecast report. As indicated in the summary above, the district expects to have Net Operating Income of \$35,629. Projected income will exceed budget by approximately \$38,641, while projected expenses will be under budget by approximately \$5,238, resulting in net income being approximately \$43,879 greater than budget.

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

- Information was presented regarding renters, property sales, and foreclosures.
- Bill reported that bulk water sales through September 30 are \$16,549, which is 103.4% of the annual budget for these sales.
- Bill reported that the customer who was significantly delinquent in their account has paid their balance in full.
- Jason Kerekes made a motion, seconded by Roger Lage, to have the district pay the excavation bill to repair a curb stop at 7325 Mathews, since it appeared that the curb stop had been damaged several years ago as a result of district work on the mainline in that area.
- Roger Lage made a motion to approve transfer of \$5,000 from ColoTrust Capital Account to Farmers State Bank Capital Account to cover September expenditures for the Teachout/McShane valve project. Tim Connelly seconded. Approved.
- Roger Lage made a motion to approve transfer of \$50 to the ColoTrust Restricted Account from the Farmers State Bank Checking Account to for two key deposits. Tim Connelly seconded. Approved

**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.
- Radio Transmitter at well #4 has been replaced.
- State compliance testing for the remainder of the year continues.
- A new valve will be installed on Hungate Road
- Roger Lage made a motion, seconded by Tim Connelly, to sign a one-year service contract on the generator with Cummins Rocky Mountain. Approved.
- The monthly distribution report for water usage was reviewed.

**Secretary's Report:**

- None at this time

**Ongoing Project List:**

- The board discussed the status of the following projects:
  - Leasing or selling water rights. Pam Sekac and Bill are doing preliminary investigation on this with the district's attorney. Roger Lage also suggested consulting with John Schwab, the engineer who prepared the PER (Preliminary Engineering Report in 2015.
  - The board also discussed the prioritization of projects in the PER, and agreed to study this some more at upcoming meetings.

**Old Business:**

- Eagle Rising – nothing new to report
- Proposed changes to sections 6.5.5.2 and 6.5.6 of the Rules and Regulations were presented to the board for consideration. The proposed changes to 6.5.5.2 clarify the process for shut off notices and customer appeals. The proposed change to 6.5.6 clarified that the district will use an estimate for the meter reading

based upon a customer's prior usage if the customer does not provided a current meter reading in thime for a billing. A motion to accept the proposed changes was made by Roger Lage, seconded by Jason Kerekes. Approved.

**New Business:**

- The proposed budget and base water rate increase for 2017 were presented and discussed. There will be a public hearing on the proposed budget and base water rate increase at the November board meeting

**Adjournment:** A motion to adjourn the meeting at 10:07 p.m. was made by Tim Connelly, seconded by Jason Kerekes. Approved.

**The next regular meeting will be held on Monday, November 14, 2016 at 7:00 pm at the Black Forest Fire Station at 11445 Teachout Road.**

**Signed Copy on File at PFWD Office**

**BILL STEDMAN, ACTING SECRETARY**