

MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
April 8, 2015

President Roger Lage called the meeting to order at 7:06 pm.

Board Members Present: Roger Lage, Ken Fulton, Pam Sekac, Cal Utke and Timothy Connelly

PFWD Staff Present: Kathy Marx, and Lynn Willow

Guests: John Schwab (JPS Engineering), and Bill Stedman

Guest Discussion: Bill stated he was interested in the Office Manager/Bookkeeper position opening the District has and just wanted to come to a board meeting,

John Schwab (JPS Engineering) handed out the latest draft of the Preliminary Engineering Report (PER) for the Board to review and discuss. John stated that the District is in great shape is regards to water rights and water supply.

Further discussion was held on the following:

1. The District has a storage shortage problem. John suggested that the District plan for the addition of a 150,000 to 200,000 gallon storage tank possibly to be located at the Squires Plant.
2. Due to elevations differences within the District, there might be a need to install PRV's at a later date. The ability to control pump settings with the new control panels should help to control pressure throughout the District.
3. The consolidation of the two existing pressure zones continues to be a project the District should consider.

John Schwab reviewed a number of potential concerns and areas for improvement. The Board selected the following five as items to be addressed:

1. Lack of high demand pump system capable of delivering fire flows.
2. Inefficient distribution system operations with two split pressure zones.
3. Insufficient storage capacity for emergencies and system redundancy.
4. Need for long-term well maintenance and periodic well pump replacement.
5. Freezing/leakage problems in several segments of distribution system pipelines.

Review of Minutes: The minutes of the March 11, 2015, Regular Board Meeting were submitted. A motion to accept the minutes was made by Tim Connelly, seconded by Pam Sekac. Approved.

Treasurer's Report: The financial statement was reviewed by Ken Fulton.

Total Cash:	\$ 364,337.65
Total Assets:	\$ 2,263,972.71
Total Liabilities:	\$ 149,018.15
Accounts Payable:	\$ 9,489.24

Total Accounts Receivable:	\$	32,750.06
Bulk Water Sales (last month):	\$	788.96

A motion to accept the Treasurer's report was made by Cal Utke, seconded Tim Connelly. Approved.

Invoice Processing: The list of invoices for processing was reviewed prior to the board meeting by board members. The list of invoices requiring payment totaled \$11,028.44 from the operating account and \$4,916.00 from the capital account. A motion to pay the bills was made by Cal Utke, seconded by Pam Sekac. Approved.

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

By consensus, the board agreed to bill Eagle Rising for \$402.00 in legal fees from the March Paul Anderson invoice.

Ken Fulton signed the paperwork to deposit the monies received for bulk water key deposits into the ColoTrust Restricted Account.

A motion to transfer \$4,500.00 from the ColoTrust Capital Improvement Account to the Farmers State Bank Capital Checking Account to cover checks written was made by Cal Utke, seconded by Tim Connelly. Approved.

The bills for the quarter ending March 31 were mailed on March 31. The bills for the quarter totaled \$32,542.34.

Spreadsheets for the Eagle Rising Inventory and Eagle Rising Expenses have been completed.

Flushing postcards were mailed on April 7, 2015.

Lynn Willow and Kathy completed the update of the fire hydrant notebook.

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

The Fire Hydrant painting and numbering project was completed on March 28th by the Eagle Scouts.

Mountain View Electric has informed Lynn that electricity costs will increase by about 11% on July 1st.

Lynn recommended that the District not participate in the Source Water Protection Grant program. The district does not have any source water issues at this time.

Secretary's Report: The mail was reviewed. There was no significant mail.

Action Item List: The action item list was reviewed.

Old Business:

Cal Utke will instruct Paul Anderson to proceed with legal action with the one resident in Eagle Wing that has not signed the Quit Claim Deed.

Paul Anderson is continuing to work on the filing of the Eagle Rising water rights. The water referee is finalizing the decree and as soon as the filing has had time to go thru the process it should be completed.

Current test results show water quality has improved and there have been no complaints of bad water from customers. Water samples were taken on April 7th and continue to look good. The April flushing will be done the week of April 13th. More water samples will be taken the week of May 4th.

A follow-up performance review for Lynn Willow was done on March 30th by Roger Lage and Pam Sekac. They felt that Lynn's computer skills have improved and he did a good job handling the water quality problem. A motion was made, to increase Lynn's compensation by \$500.00 by paying an additional \$74.83 towards his insurance and a salary increase of \$425.17, by Cal Utke, seconded by Tim Connelly. Approved. It was recommended by Kathy Marx that in the future performance review be done in November of each year so the budget will reflect the correct amount.

The board feels there is a need to increase water rates in the near future. Pam Sekac will meet with Brian Lee, to review the past data that was collected at the time the last increase was done. Additional research continues to determine amount of a new increase.

New Business:

Lynn continues to gather costs for a possible re-drill of Well #1. The issue with the well is determining the best use of dollars/cost versus cost/benefit.

A review of the budgeted capital projects for 2015 was done. The filtration system for Well #1 was put on hold for now. The freeze problem at Hungate and Mathews will be evaluated at a later date.

The Office Manager/Bookkeeper job description was reviewed by board and it was suggested that the new person become a notary. At this time it was suggested that the hours be 4 hours a day 8:00 AM to noon. Kathy will screen applicants and select the top two for the Board to interview. Four board members will be involved in interviewing each candidate. The interviews will be done in two different sessions for each candidate. A special board meeting will be held as soon as possible to select the new person.

Adjournment: A motion to adjourn the meeting at 9:57 p.m. was made by Cal Utke, seconded by Tim Connelly. Approved.

The next regular meeting will be held on May 13, 2015 at 7:00 pm at the PFWD Administration Building, located at 7340 McFerran Road.



CAL UTKE, SECRETARY