

**MINUTES OF THE REGULAR BOARD MEETING**  
**PARK FOREST WATER DISTRICT**  
**August 10, 2016**

President Pam Sekac called the meeting to order at 7:04 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:** Ron Arms

**Visitor Comments:**

Customer provided a document from a water survey done in Denver Basin- Eastern Colorado Dual Ground Water Resource

**Review of Minutes:** The minutes of the July 11, 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> August 2016)

As of July 31, 2016, YTD Actual Income and Expense:

Total Operating Income:	<u>\$ 103,528.23</u>
Total Operating Expenses:	<u>\$ 133,394.21</u>
Net Operating Income/(Loss):	<u>(\$29,865.98)</u>

2016 Projected Annual Income and Expense:

Total Operating Income:	<u>\$ 209,813</u>
Total Operating Expenses:	<u>\$ 224,933</u>
Net Operating Income/(Loss):	<u>(\$15,120)</u>

Discussion centered on the overages in accounting and legal fees, and in election costs. When the Board decided to engage the new auditor, it knew that the audit fee would be about \$2,500 higher this year than it was last year. However, audit fees in the future are expected to be about \$2,000 less per year than they were last year. Legal fees are higher than budgeted because of the ongoing lawsuit by Casas #4 related to Kurie

Road. The Board reviewed the history of the Eagle Rising Inclusion Agreement, and the issue of filling the ponds.

A motion to approve the financials and Treasure'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 Jason Kerekes. Approved.

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

CSD Property and Liability Pool- the board designates Bill Stedman as our representative and Roger Lage as Alternate.

Personnel evaluations must be completed prior to the September Board meeting. Pam and Roger agreed to conduct staff evaluations.

Tim Connelly made a motion to transfer \$3,000 from the ColoTrust Capital Account to the Farmers State Bank Capital Account for the Hungate/Mathews project, and to transfer \$50 from the Farmers State Bank Checking Account to the ColoTrust Restricted Account for one key replacement fee. Roger Lage seconded, approved. Newsletter due by August 24 to Bill Stedman.

The Board discussed the 2016 Forecast report, which projects expected 2016 income and expenses, and compares it to the budget. Overall, it appears that income and expenses are on track with the budget. The Forecast report will be updated each month. There was also a brief discussion about evaluating future water rates for the district.

**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.
- Hungate/Mathews project has been completed.
- Valve replacement on mainlines on Teachout and McShane in progress.
- System running with no noted issues to date.
- Valve exercise has begun.
- Repair at 7325 Matthews completed, home owner billed.
- ORC was on vacation end of July- coverage was completed
- Remote meter reading was followed up on and the sales rep for the meter is coming to sync the two meters next week.

**Secretary's Report:**

- Notice of violation from state that they did not receive Bac-T results for June. ORC noted the samples were supplied to the county, but were lost by the county
- Note from a customer encouraging the Board NOT to sell our water.
- Email from Colorado Water Resources management in regards to mapping technology

- Letter from Douglas Barber requesting acknowledgment of the 1/24/2001 Inclusion Agreement. Discussed under New Business.

**Action Item List:**

- Personnel evaluations
- Accounting manual in progress
- Valve replacement projects
- 2017 budget and water rates.

**Old Business:**


- Eagle Rising- Notice from lawyer that there is no new news on law suit dismissal

**New Business:**

- Discussion about the Inclusion Agreement for 4.3 acres on the northeast corner of Burgess and Black Forest Roads, which was approved 1/24/2001.
- Employee performance appraisals and 2017 salaries due for September meeting.
- Discussion about water rate increase needs for 2017.

**Adjournment:** A motion to adjourn the meeting at 9:25 p.m. was made by Megan Johnson, seconded by Jason Kerekes. Approved.

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

  
MEGAN JOHNSON, SECRETARY