

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
August 12, 2015**

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

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

Board Member Absent: Ken Fulton

PFWD Staff Present: Lynn Willow and Bill Stedman

Review of Minutes: The minutes of the July 8, 2015, Regular Board Meeting were submitted. A motion to accept the minutes was made by Cal Utke, seconded by Pam Sekac. Approved.

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

Total Cash:	\$	448,300.65
Total Assets:	\$	2,329,831.28
Total Liabilities:	\$	106,646.99
Accounts Receivable:	\$	5,950.65
Accounts Payable:	\$	10,234.00
Bulk Water Sales (last month):	\$	2,324.71

Discussion followed about collecting data and information regarding the two capital leases (one short-term and one long-term). These are leases to purchase.

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

Invoice Processing: The list of invoices for processing was reviewed prior to the board meeting by board members. Modification will be needed to remove the check for Ken Fulton, who was not able to attend the meeting. 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 Bill Stedman.

Bill noted that the customer that needed to have their billing corrected due to bad meter agreed to the averaging for the June 30 and September 30 billings. The other customer with the billing error has paid the corrected amount.

Rules and Regulations – need to add penalty for lack of completion of backflow preventers for commercial properties.

Water billing errors – Jenness. They have provided wrong meter readings from the beginning, not reporting the fixed zero on their meter. A motion for Bill to draft a letter from the Board explaining the billing errors was made by Pam Sekac, seconded by Cal Utke. Approved.

Second billing error for the irrigation at the Black Forest Shopping Center. A motion for Bill to draft a letter from the Board explaining the billing errors was made by Pam Sekac, seconded by Tim Connelly. Approved.

Bill asked the Board what it thought of the value of his attending the SDA conference September 23-25. Approximate costs are: registration - \$315; lodging - \$300; mileage - \$170. Motion by Roger Lage, seconded by Pam Sekac, to approve Bill attending this conference. Approved.

Bill will be working in August to get his notary license.

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

Lynn received a phone call from a representative of the Eagle Wing HOA, asking about having the blue t-bar markers for the water shutoff valves removed. Motion made by Cal Utke, seconded by Pam Sekac, for Lynn to determine specs for other option, and then to draft a letter from the Board explaining these specs, the need for some type of marker for emergency purposes that are visible in the winter, and the HOA's responsibilities to the homeowners with regard to this matter. Approved.

Secretary's Report: The mail was reviewed. We received a communication from the Special Districts Property and Liability Pool regarding the coverages and services. We also received a letter from Mountain States Pipe and Supply Company, one of our vendors, that they are changing the direction of their business, and will no longer have the inventory for our needs.

Action Item List: The action item list was reviewed, and updated.

Eagle Wing Water Rights: There have been no responses from any of the named entities in the court filings, so it remains on the clock until the deadline. (No response from the Peachey's.)

Lynn is pressing on with the text/email alerts.

Bill will explore preparing an annual punch list of deadlines for SDA, and other required filings.

Old Business:

Eagle Rising Project: on hold.

Water Rates and Billing Process:

- Need to recalculate data and will discuss at next meeting.
- Need to adjust rates to increase assets and revenues.

New Business:

Relocation of fire hydrant at 10320 Kurie Road. Motion by Cal Utke, seconded by Tim Connelly, to have Lynn move the hydrant off the Page's property. The actual cost of the material and labor will be mailed along with a letter to Eagle Rising (Steve Jacobs) with a billing notice and demand for payment. Approved.

VFD discussion: Reviewed the three bids from EMC, Layne, and Ross. Motion by Pam Sekac, seconded by Roger Lage, that we purchase the Soft Start Controller for Well 4 from Ross. Approved. Lynn will share all data with Ross to review the past installation concerns and pump curves.

Adjournment: A motion to adjourn the meeting at 9:21 p.m. was made by Cal Utke, seconded by Tim Connelly. Approved.

The next regular meeting will be held on September 9, 2015 at 7:00 pm at the PFWD Administration Building, located at 7340 McFerran Road.



Cal Utke, Secretary