

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

President Pam Sekac called the meeting to order at 7:05 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 and Becky Tillman

Visitor Comments:

Guests asked what type of accounting the District uses. It uses government accounting, and focuses on Net Operating Income/Loss before depreciation when reviewing financial statements and setting rates.

Discussion was held regarding the three-year plan to raise the base water rate so that it covers District operating and administrative expenses. There was also discussion about future capital needs and developing a long-term capital plan for the District.

Review of Minutes: The minutes of the November 14, 2016, Regular Board Meeting were submitted. A motion to approve the minutes with minor corrections was made by Roger Lage, seconded by Jason Kerekes. Approved.

The minutes of the Special Meeting on November 21, 2016 were submitted. A motion was made by Pam Sekac to approve the minutes, seconded by Jason Kerekes. Approved.

Treasurer's Report: See enclosed report posted to Park Forest Water District's website. (reference <http://www.pfwd.org/Pages/FinancialStatements.aspx> November 2016)

As of November 30, 2016

Total Operating Income:	\$ 219,301.11
Total Operating Expenses:	\$ 202,100.56
Net Operating Income/(Loss):	\$ 17,200.55

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

2016 Forecast Projected Annual Income

Total Operating Income:	\$ 258,775
Total Operating Expenses:	\$ 217,749
Net Operating Income/(Loss):	\$ 41,026

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 Megan Johnson Approved.

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

- Three properties are for sale at this time; one is closing tomorrow.
- Customers with delinquent accounts will be mailed the Five (5) Day Notice of Intent to Shut Off Water Service.
- Budget forms are required to be submitted to DOLA by 1-30-2017. The necessary forms will be ready to be signed at next month's Board meeting.
- Bill will file the Certification of Tax Levies form with the El Paso County Assessor's office tomorrow.

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
- Excavated for possible leak on Teachout Road. At this time, it appears to be ground water.
- Replaced battery for well #4 meter.
- A backup generator for the Price plant was purchased from Colorado Early College in Parker, CO
- Ross Electric is scheduled to disassemble unit to PFWD on 12-20-2016
- High Country Crane is scheduled to bring unit to PFWD on 12-20-2016
- Chemicals for both treatment plants were ordered and delivered to PFWD
- Sanitary Survey was performed by the state on 12-13-2016. This inspection is performed every three years.

Secretary's Report:

- An email was shared from a customer who was in favor of the base water rate increase based on surrounding water rates, and the need to save significant amounts for future capital needs.

Old Business::

- The proposed budget for 2017 was fully discussed line by line.
- A motion to adopt the 2017 Administrative and Operating budget of \$231,165 and the Capital Budget of \$143,849 was made by Roger Lage, seconded by Tim Connelly. Approved
- A motion to appropriate funds for FY2017 was made by Tim Connelly, seconded by Jason Kerekes. Approved
- A motion to certify the mill levy at 14.437 mills was made by Roger Lage, seconded by Megan Johnson. Approved

New Business:

- Roger Lage made a motion, seconded by Jason Kerekes, to amend the 2016 Capital Budget expenditures, from \$140,001 to \$196,934. Approved.
- Discussion was held regarding the rate increase and the direction the Board is heading regarding base water rates. Since the Board has gone through a transition of board members, it discussed what direction it believes the District should be taking regarding water rates, and affirmed the action taken with the 2016 base rate increase, that base water rates would be increased over three years, so that they would cover operating and administrative expenses. The increase for 2017 is the 2nd in this three-year plan. Discussion also included setting aside excess revenue funds at the end of each year to be used for future major replacements/upgrades to the system. Short and long term planning were discussed, and plans have already begun. After lengthy discussion, Jason Kerekes made a motion to increase the base rate to \$57 per month, and to increase the amount of water included in the base rate from 3000 to 4000 gallons per month, seconded by Pam Sekac. Approved by a vote of 4 – 1.
- A motion was made by Roger Lage to increase bulk water rates by \$1 to \$14 per 1000 gallons for 2017, seconded by Megan Johnson, Approved.

Adjournment: A motion to adjourn the meeting at 10:06 p.m. was made by Tim Connelly, seconded by Megan Johnson, Approved.

The next regular meeting will be held on Monday January 9, 2017 at 7:00 pm at the PFWD Administration building, located at 7340 McFerran Road.

THESE MINUTES ARE APPROVED AS THE OFFICIAL
DECEMBER 14, 2016 REGULAR MEETING MINUTES
OF THE PARK FOREST WATER DISTRICT BY THE
BOARD OF DIRECTORS SIGNING BELOW:



Pam Sekac



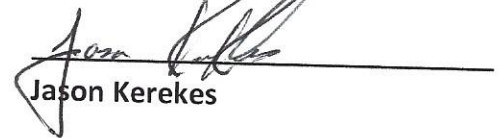
Roger Lage



Megan Johnson



Tim Connelly



Jason Kerekes

Signature page for the December 14, 2016 Regular Meeting Minutes