

# MINUTES OF THE REGULAR BOARD MEETING PARK FOREST WATER DISTRICT February, 11, 2015

Vice President Pam Sekac called the meeting to order at 7:04 pm.

**Board Members Present:** Ken Fulton, Pam Sekac, Cal Utke and Timothy Connelly  
The board excused the absence of Roger Lage due to prior commitment.

**PFWD Staff Present:** Kathy Marx, and Lynn Willow

**Guests:** Brian Lee

**Guest Discussion:** There was no guest discussion.

**Review of Minutes:** The minutes of the January 14, 2015, regular Board meeting were submitted. A motion to accept the minutes was made by Cal Utke seconded by Tim Connelly. Approved.

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

Total Cash:	\$ 330,709.02
Total Assets:	\$ 2,104,262.40
Total Liabilities:	\$ 200,304.91
Accounts Payable:	\$ 6,886.90
Total Accounts Receivable:	\$ 3,827.05
Bulk Water Sales (last month):	\$ 115.00

A motion to accept the Treasurer's report was made by Tim Connelly, seconded Pam Sekac. 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 \$11,700.45 from the operating account and \$0.00 from the capital account. A motion to pay the bills was made by Tim Connelly, seconded by Cal Utke. Approved.

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

Ken Fulton signed the 2015 Annual Waiver of License, Bond, and Insurance form for El Paso Transportation Division.

Kathy was instructed to get proposals from three (3) accounting firms to do the 2014 Audit.

Timothy reported that she will be out of the office Feb 19 thru Feb 25. The Board discussed the availability of someone to cover for Kathy if she should be out of office for an extended length of time.

Kathy has updated most of the annual reporting forms for the District. The Annual Report/Disclosure Form for Special Districts had just been received and is due Feb 28<sup>th</sup>.

The 2015 Annual Budget and Certification of Tax Levies have been accepted by the Division of Local Government.

Lynn Willow and Kathy will be working on updating and consolidating the Fire Hydrant Notebooks, and including as much maintenance information as possible. Once hydrants have been re-numbered a summary sheet of all hydrants with numbers and locations will be developed.

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

Well #1 has been conditioned and flushed for Iron Bacteria. The well still has a lot of debris during start up, but clears after ten (10) minutes. A discussion about possible filters for Well #1 was discussed. JPS Engineering (John Schwab) is researching some options for a filtering system.

All fire hydrants were exercised in January. Lynn will be inspecting each hydrant and updating hydrant sheets. The new sheets will then be verified and any additional information added. Once hydrants have been re-numbered a hydrant summary sheet will be created to record numbers and location.

Kathy and Lynn will research the requirements for ISO testing.

Lynn is to review the Monitoring Plan and Sanitary Survey and make sure all outstanding items are being addressed.

Lynn will be attending a Colorado Rural Water Association Water Testing class in Pueblo on February 17<sup>th</sup>.

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

#### **Old Business:**

Pam Sekac proposed that an Action Item Plan Spreadsheet be developed, updated and review each month as a separate agenda item. Kathy has developed a spreadsheet to be used. Board members were asked to update Kathy as to the status of their action items.

Kathy reported that only one (1) Quit Claim deed has not been received from an Eagle Wing property owner. Kathy Marx has been in contact with this property owner and hopes to have it signed within a few weeks.

There has been no response or action on the Water Agreement with Eagle Rising.

By consensus, the Board agreed to generate an Acceptance letter to Casas Limited Partnership No4, accepting the installation of the potable water pipeline system in the Eagle Rising Subdivision using the October 6, 2014 completion date.

motion was made to have Paul Anderson file the formal Stipulation with the Water Court, and the proposed Ruling of the Referee, in accordance with the Eagle Rising Inclusion Agreement by Cal Utke, seconded by Pam Sekac. Approved.

The re-permitting of the wells is on hold until filings with the Water Court have been completed. Once the wells have been re-permitted to the District, Eagle Rising will then be required to install meters on the wells.

By consensus, the Board agreed that the log sheet for testing being done in conjunction with the Water Condition Improvement Plan was sufficient. Water tests will be done prior to the April flushing and then a couple of weeks after flushing. Current test results show water quality has improved and there have no complaints of bad water from customers.

JPS Engineering (John Schwab) has requested a progress meeting with Roger Lage and Lynn Willow the week of February 23, 2015 to discuss the Preliminary Engineering Report, after which they will circulate a draft report to the Board for review.

#### **New Business:**

Performance reviews for Lynn Willow and Kathy Marx were completed by Pam Sekac and Roger Lage. Pam reported that both were doing a good job. Kathy and Lynn have been asked to complete weekly time sheets using the time sheet developed by Kathy. It was requested that Lynn keep a mileage log for the truck. Lynn will also be reporting to all Board members an update for unusual items as they may occur.

Pam Sekac discussed with other Board members that she felt there needed to be some revisions done to the Rules and Regulations. One item discussed was a tampering fee should be added to the fee schedule.

Pam Sekac expressed to the Board that a water rate increase should be implemented to cover operating costs currently being covered by tax revenue. Pam will do more research as to rates being charged by other districts and the Board will discuss this item in more detail in future meetings.

**Adjournment:** A motion to adjourn the meeting at 9:40 p.m. was made by Cal Utke, seconded by Tim Connelly. Approved.

The next regular meeting will be held on March 11, 2015 at 7:00 pm at the PFWD Administration Building, located at 7340 McFerran Road.



CAL UTKE, SECRETARY