

**MINUTES OF THE REGULAR BOARD MEETING  
PARK FOREST WATER DISTRICT  
January 13, 2016**

President Roger Lage called the meeting to order at 7:04 p.m.

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

**PFWD Staff Present:** Lynn Willow and Bill Stedman

**Guest Present:** Cathy Lane

**Guest Discussion:** Cathy expressed two concerns:

- That the Board consider having e-mail bills for customers who might have trouble getting their bills and making payments on time due to travel issues.
- That the Board consider removal of the meeting stipend for board members to reduce the expense budget. She indicated that she serves on a special district board that has waived receiving the stipend.

**Priority Items:**

- The Board received a letter of resignation, effective immediately, from Ken Fulton. A motion to accept Ken's resignation, with regrets, was made by Tim Connelly, seconded by Pam Sekac. Approved.
- Paul Anderson has indicated that the Board should appoint a replacement to fill Ken's position until the May 3, 2016 election, from the people who submit Self-Nomination and Acceptance forms, in the order received. The chair tabled appointment of a Board replacement until the next meeting.
- The district has received one Self-Nomination and Acceptance form from a resident for the May 3, 2016 election. One other person has expressed an interest in doing something for the district.
- The Board discussed a possible move of the regular meeting date later in the year, since two of the continuing Board members will have conflicts with the second Wednesday. It was agreed that the meeting in March, the first month there would be a conflict, would be changed to Thursday, March 10.

**Review of Minutes:** The minutes of the December 3, 2015, Regular Board Meeting were submitted. A motion to accept the minutes, deleting the line under 2016 Budget Discussion that "Rate increases were tabled," was made by Cal Utke, seconded by Pam Sekac. Approved. (The rate increases were approved later in the meeting.) The minutes of the December 16, 2015 Special Board Meeting were submitted. A motion to accept the minutes was made by Cal Utke, seconded by Pam Sekac. Approved.

**Treasurer's Report:** Due to bills that were received after the early Board meeting in December, revised November 2015 financial statements were reviewed. A motion to accept the revised November 2015 financial statements was made by Roger Lage, seconded by Tim Connelly. Approved. The December 2015 financial statements were reviewed.

Total Cash: \$ 405,726.33

Total Assets:	\$ 2,302,179.86
Total Liabilities:	\$ 95,796.47
Accounts Receivable:	\$ 50,118.49
Accounts Payable:	\$ 7,441.72
Bulk Water Sales (last month):	\$ 255.37

The following year-end balances were noted:

- Checking account balance of \$63,087
- ColoTrust Capital account balance of \$328,243. Of this, \$50,000 is already committed to the Mathews/Hungate project that was not completed in 2015 due to weather. It will be completed in 2016. An additional \$17,849 is committed for debt service in 2016, and \$12,000 is committed for valve replacements.
- There was a net operating loss of \$2,199 before depreciation expense, and a net operating loss of \$89,186 after \$86,987 in depreciation expense.

The following changes between 2014 and 2015 expenses were noted:

- Less was spent for Water Treatment Chemicals.
- Restructuring of the O.R.C. and Operator positions into one O.R.C. position resulted in less expense for this oversight function.
- Less was spent on maintenance.
- Less was spent on capital projects, but funds for two of these projects that were not completed in 2015 were appropriated for expenditure in 2016.
- As a result of less consumption, electricity costs were less in 2015.

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

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

- Cal Utke made a motion, seconded by Pam Sekac, to transfer \$17,849 from the ColoTrust Capital Account to the FSB Debt Service Account for 216 lease payments. Approved.
- Pam Sekac made a motion, seconded by Tim Connelly to approve the following capital appropriations from the 2015 Capital Budget for projects that won't be completed until 2016. Approved.
  - \$50,000 for Hungate/Mathews regarding of main pipeline
  - \$12,000 for valve replacements
- Tim Connelly made a motion, seconded by Pam Sekac, to transfer \$3,822.50 from the FSB Checking Account to the ColoTrust Capital Account for the DOLA grant that was received in December. Approved.
- The following properties are for sale: 7780 Sublette, 7175 Eagle Wing, 10355 Kurie, 7015 McFerran, 10565 Egerton, and 6985 Tobin.

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



- The mainline project for Hungate/Mathews has been postponed until the Spring.
- Well 4 issue: EMC will be called in to diagnose.

**Secretary's Report:**

- Good report from ISO. Lynn helped the agency do their testing. The rating should have a positive impact on resident insurance rates. Our insurance rating was improved due to the capital improvement to the jockey and booster pump equipment.

**Action Item List:** Tabled.

**Old Business:**

- Eagle Rising. Pam Sekac and Bill Stedman will draft a letter to Eagle Rising for board review, per the request from the District Water Commissioner.
- Rules and Regulations – the Late Payment Fee, Past Due Notice Fee, and Delinquent Account Fee were discussed.
- Discussion followed on having an e-pay or digital payment options – the concern is the potential lack of getting all meter reads.
- The 2016 budget forms and resolutions that are submitted to DOLA by January 31, 2016 will need to be signed at the Special Meeting on January 18, 2016 when the amended budget is approved.

**New Business:**

- The form was received from El Paso County for 2016 Bulk Water purchases. Roger Lage signed it for the district.
- Pam Sekac made a motion, seconded by Cal Utke, that Bill Stedman be appointed as the Designated Election Official (DEO) for the upcoming May 3, 2016 board election. Approved.
- Sunshine Law Compliance– see the enclosed statement on the agenda.
- 2016 Budget – the Board reviewed the 9<sup>th</sup> draft of the budget prepared by Bill Stedman
- Cal Utke made a motion, seconded by Tim Connelly, to go to a bi-monthly billing cycle beginning in January 2016. Approved.

**Adjournment:** A motion to adjourn the meeting at 10:40 p.m. was made by Cal Utke, seconded by Pam Sekac. Approved.

The next regular meeting will be held on February 10, 2016 at 7:00 pm at the PFWD Administration Building, located at 7340 McFerran Road.

There will be a special meeting on January 18, 2016 at the Black Forest Fire Department, located at 11445 Teachout Road, to discuss changes to the water rates, and to amend the 2016 budget.



CAL UTKE, SECRETARY