

**MINUTES OF THE REGULAR BOARD MEETING**  
**PARK FOREST WATER DISTRICT**  
**January 14, 2015**

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

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

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

**Guests:** There were no guests present.

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

**Review of Minutes:** The minutes of the December 10, 2014, regular Board meeting were submitted. A motion to accept the minutes was made by Pam Sekac seconded by Ken Fulton. Approved.

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

Total Cash:	\$ 317,987.16
Total Assets:	\$ 2,002,968.85
Total Liabilities:	\$ 79,554.40
Accounts Payable:	\$ 10,595.14
Total Accounts Receivable:	\$ 44,768.88
Bulk Water Sales (last month):	\$ 962.34

A motion to accept the Treasurer's report was made by Cal Utke, 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 \$26,350.65 from the operating account and \$0.00 from the capital account. Included on the invoice processing list was a large bill from Colorado Special Districts Property & Liability for 2015 liability insurance which includes the truck and trailer coverage. Also purchased were inventory items for emergency repairs. A motion to pay the bills was made by Cal Utke, seconded by Tim Connelly. Approved.

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

A motion to transfer \$17,849 from the ColoTrust Capital Improvement Account to the Farmers State Bank Debit Service Account to cover 2015 lease payments was made by Timothy Connelly, seconded by Pam Sekac. Approved.

A motion to transfer \$20,000 from the ColoTrust Capital Improvement Account to the Farmers State Bank Checking Account to cover the 2015 shortage was made by Timothy Connelly, seconded by Pam Sekac. Approved.

The Cross-Connections spreadsheet is being updated to capture all information from the Backflow Prevention Assembly Test and Maintenance Report completed at the time backflow tests were done. There are some discrepancies between current reports and the previous year's reports. Kathy will require Lynn's assistance in determining what the correct information is.

Roger Lage signed the tax exempt contractor form for Ross Electric.

Kathy reported that the Grant Agreement between the State of Colorado Department of Local Affairs and Park Forest Water District for funding of the Preliminary Engineering Report (PER) has been completed.

Kathy has completed and filed Public Disclosure Document and a map of the boundaries of the District with El Paso County Clerk and Recorder. She will continue to update all other necessary forms.

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

Lynn has been in contact with Doug Hollister (District 10 Water Commissioner and North Region Team Leader) in regards to the Accounting Form paperwork and Doug has requested that the form be completed monthly for 2015.

By consensus, the board authorized Lynn to condition Well #1 for Iron Bacteria. This will consist of treating the well with chlorine and hydrochloric acid.

Lynn will be meeting with the Eagle Scout candidate to sign paperwork for the fire hydrant cleaning and painting project. The project will be completed as soon as weather permits.

The fire hydrants will be exercised the week of January 12<sup>th</sup>.

A flushing of the system is tentatively scheduled for some time in April.

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

**Old Business:**

Kathy reported that one (1) of the remaining Quit Claim deeds has been received from an Eagle Wing property owner. Kathy Marx has been in contact with some of the property owners that have not signed. She hopes to have all of them by the February meeting.

The board discussed the Eagle Rising Acceptance Letter being requested by Steve Jacobs. The board will likely need to consider two (2) levels of Acceptance Letters, one (1) for infrastructure and one (1) for the Inclusion Agreement items. Cal Utke will contact Brian Lee to review these agreements the weekend of January 17, 2015. The Board is in total agreement that all the items listed on the Eagle Rising Inclusion Agreement Punch List that was reviewed and discussed by the Board must be completed before a final Acceptance Letter for the Inclusion Agreement can be done. The board was in agreement that no further action regarding the Water Sale Agreement would be done with Eagle Rising until the Water Agreement has been finalized. Roger Lage will notify Steve Jacobs of the board's decision within the next 2 days.



The as-built plans for Eagle Rising have been received, reviewed and sign by Lynn Willow and Steve Jacobs.

Lynn Willow has received the as-built plans from Jack Frasier for the electrical work at the Squires Plant.

Lynn Willow has received the recommended chemical dosage from Carus Corporation and has set the Aqua-Mag pumps to the recommended dosage. Samples are being taken from customer homes and both systems and testing for iron, phosphate and turbidity are being done. There have been no complaints of water quality issues and some customers are reporting that their water quality is improving.

JPS Engineering (John Schwab) has been contacted by Kathy Marx regarding the PER and he reported he still has a couple of points to work thru. Roger Lage will contact JPS Engineering to get a better understanding of the status of the project.

The 2015 budget documents were signed by board members. The certified copy of the adopted budget must be filed with the Department of Local Affairs no later than January 31, 2015.

**New Business:**

A motion to continue to sell bulk water to El Paso County at \$10.00 per 1,000 gallons was made by Cal Utke, seconded by Pam Sekac. Approved. Roger Lage signed the Material Price Quote for 2015.

The Sunshine Law compliance information was read by Roger Lage.

- A. Regular meetings of the Board of Directors will be held on the second Wednesday of every month at 7:00 p.m. at the PFWD Administration Building, located at 7340 McFerran Road, Black Forest, Colorado
- B. Meeting notices will be posted at the Office of the El Paso Clerk & Recorder, located at 1675 West Garden of the Gods Road in Colorado Springs, at 7340 McFerran Road in Black Forest, at the Squires Plant at Black Forest and Burgess Road in Black Forest, at the Black Forest Fire Department located at 11445 Teachout Road and on the District's website <http://www.pfwd.org>.
- C. All minutes and other official records of the District will be retained by the District Administrator for Park Forest Water District at 7340 McFerran Road in Black Forest, Colorado.

Roger Lage and Pam Sekac will meet will Lynn Willow and Kathy Marx to do performance reviews sometime in January.

**Adjournment:** A motion to adjourn the meeting at 8:40 p.m. was made by Cal Utke, seconded by Pam Sekac. Approved.

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



CAL UTKE, SECRETARY