

**MINUTES OF THE REGULAR BOARD MEETING  
PARK FOREST WATER DISTRICT  
July 11, 2016**

President Pam Sekac called the meeting to order at 7:03 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:** Lindsey Harrison- New Falcon Herald, Dennis McCormick, Deborah Richardson

**Visitor Comments:**

A Customer brought questions/comments in regards to his recent bill being based on the reading from the master meter in his crawl space. He felt that since the remote meters that the ORC has installed for his convenience aren't working, he should not be billed for water used in excess of the base amount. The water operator has made numerous efforts to assist disabled customers with remote reading, and is still working with the remote meter vendor to resolve the problems.

A customer brought an issue of a temporary outage that happened today. The line was charged around 6:50 p.m. and was noted to be working by 7 p.m.. The customer noted the fast resolve and thanked the Board/operator for quick work.

**Review of Agenda:**

**Review of Minutes:** The minutes of the June 9, 2016, Regular Board Meeting were submitted. A motion to accept the minutes with minor corrections was made by Tim Connelly, 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> June 2016)

	<u>Actual</u>		<u>Budget</u>		<u>% of Budget</u>
Total Operating Income	\$ 98,600		\$102,519		96.2%
Total Operating/Admin Expense	<u>109,931</u>		<u>110,949</u>		<u>99.1%</u>
Net Operating Income/(Loss)	(\$11,031)		(\$8,430)		130.9%

While year-to date operating income is slightly under budget, it is expected to exceed budget in the coming months. Expenses exceed budget primarily due to higher than expected legal fees and distribution system maintenance expenses. A motion to approve the financials and Treasure's report was made by Roger Lage, seconded by Megan Johnson, 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 Tim Connelly, seconded by Roger Lage. Approved.

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

- Homes that closed in June, those currently for sale, and one property in foreclosure were reported.
- 2017 Drinking water Eligibility report was completed
- The auditor's draft audited financial statements were reviewed and discussed. The Board expressed concern about the \$451,930 being listed on the Statement of Net Position as Unrestricted. It makes it appear that this is an unrestricted surplus, when in fact, \$340,638 is held at ColoTrust as investments intended for capital projects, and \$128,501 is a receivable from El Paso County for property and auto tax payments payable to the District in 2016. Bill was asked to see if the auditors would clarify that the \$160,000 developer contribution mentioned on page 6 was not a cash donation, but the cost of donated water lines installed by the developer. Megan Johnson made a motion to accept the auditor's report with revision, seconded by Roger Lage. Approved.
- Inspection of backflow prevention devices are in the process of being completed and submitted by customers required to submit them.
- Connelly made a motion to transfer \$71,000 from the ColoTrust Capital Improvements account to the Farmers State Bank Capital Improvements account to cover costs for the Hungate/Mathews project, seconded by Jason Kerekes. Approved
- Bill asked if any Board members are interested in attending the SDA annual conference September 21-23. Several members said they would check their calendars, and let Bill know so that he can register them. If no Board member is able to go, the Board indicated that they would like Bill to attend the conference.
- Bill asked the Board if anyone had questions about the analyses he had sent them regarding bulk water sales and electricity usage and costs for the year. While bulk water sales are below budget at this point, they are expected to meet budget over the summer months. Electricity costs are currently within the amount budgeted.
- The Board asked Bill to begin preparing forecasts of income and expenses for the rest of the year.

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

- BacT samples taken and are negative.
- Hungate/Mathews project will be completed by July 15, 2016; the project has been going well.
- Meter replaced at 11165 Black Forest Road.
- Valve replacements at Teachout and McShane will be the next project, followed by valve replacements on Hungate Road.
- System running with no noted issues to date.
- A PFWD lawn motor was purchased at the cost of \$240.
- ORC vacation begins 7/23-7/30. Daron will be available to cover this vacation.

**Secretary's Report:**

- Office of the County Clerk and Recorder requested submission of their form if the district intends to have a coordinated election in November. The district will not have one this year. Envelope returned with updated contact information.

**Action Item List:**

- None at this time

**Old Business:**


- Vacation time for employees was discussed and the Board would like to review this again when performance reviews are discussed.

**New Business:**

- Discussion of surrounding developments that are currently leasing out water/acre foot. Research will encompass what short term leases look like and might this be in the best interest of PFWD
- Research into #protectourwells and the information that it might yield in the future
- Eagle Rising—discussion about legal fees and ongoing issues.

**Adjournment:** A motion to adjourn the meeting at 8:43 p.m. was made by Tim Connelly, seconded by Roger Lage. Approved.

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

  
MEGAN JOHNSON, SECRETARY