

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
June 9, 2016**

President Pam Sekac called the meeting to order at 7:00 p.m.

Board Members Present: Pam Sekac, Tim Connelly, Jason Kerekes, and Megan Johnson

Board Member Excused: Roger Lage

PFWD Staff Present: Lynn Willow and Bill Stedman

Visitors: Cathy Lane, Steve Jacobs and Bill Louis.

Visitor Comments: Steve Jacobs announced he was recording the meeting. Tim Connelly & Jason Kerekes objected. Jason stated he objected to it being broadcast on a public website without board approval. It was noted that recording is at the discretion of the board. In the future, all public comments/discussions will be recorded by the district.

A customer insisted they be given notice before the ORC comes on property. ORC noted a voice message was left before he came on their property. The customer then demanded thhe be given a week advance notice and give their verbal approval before any PFWD representative enters her premises. The board noted that PFWD may enter the premises at any time per the Rules and Regulations, and that notification is usually given letting the customer know when a representative of the district will be on the premises.

A customer objected to the PFWD April newsletter. The board considered his comments and isn't in agreement.

Review of Agenda:

Review of Minutes: The minutes of the April 6, 2016, Regular Board Meeting were submitted. A motion to accept the minutes with corrections was made by Tim Connelly, seconded by Pam Sekac. Approved.

Treasurer's Report: See enclosed report. The Balance Sheet and Financial Statements as of May 31, 2016 may be viewed on the PFWD website, on the Financial Statements tab.

Total Operating Income:	\$	66,494
Total Operating Expenses:	\$	<u>92,075</u>
Net Operating Income/(Loss):	\$	<u>(25,581)</u>

It was noted that income is on track with the budget. Expenses are over budget, primarily because legal fees are higher than expected. It was also noted that the Bulk Water Sales through May are below the amount

expected, most likely due to weather conditions. It was also noted that the overall budget is on target with the projections at this point. Motion to accept report was made by Jason Kerekes, 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 Megan Johnson, 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.

- Election process is complete and has been submitted to the State.
- New auditors are arriving this week
- Bill requested a \$25 check payable to ColoTrust, for the Restricted account, for key deposit. Motion made by Tim Connelly, seconded by Jason Kerekes. Approved.
- Newsletter is due to Bill by June 21-24.
- Backflow device inspections reminders sent.
- Copy of inclusion agreement for property at NE corner of Burgess and Black Forest was received by the office this month.

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

- Monthly BacT reading was negative
- Potholing has been completed on Hungate/Mathews project
- Service line location completed for Hungate/Mathews project
- Excavator on site for Hungate/Mathews Project
- Meter and hydrant seminar completed by ORC
- Valve replacement / placement proposed on attached list- proposed updates for future
- Curbstop rules request for revision (Recommended change that Customer is responsible from Tap to the house)
- Overall system is running well
- Lawnmower repair/replacement required estimated cost roughly \$250. This is used for mowing Squires, Well 4 and the McFerran property.
- Drinking water quality report for 2016, covering calendar 2015, (CCR) will be submitted to the state, and posted on the website, with notice to customers in the 6/30/16 newsletter that they may view it on the website, or contact Bill Stedman in the office to obtain a hard copy of the report.
- Capital projects were evaluated, with importance being placed on the valve replacements and additions. The Operator's recommendation to reallocate the \$15,000 for repairing the 6" line on McFerran, and the \$10,000 to extend the Rising Eagle Place main line, to valve replacements was deemed reasonable. A motion to accept this recommendation was made by Tim Connelly, seconded by Jason Kerekes. Approved.

Secretary's Report:

- None at this time

Action Item List:

- None known

Old Business:

- Rules and Regulations – Bill Stedman presented proposed changes to the Rules and Regulations. Some of the recommendations are semantic revisions; others are substantive policy changes. The proposed changes were discussed, debated, and revised. Motion to accept changes as presented by Tim Connelly, seconded by Megan Johnson. Approved.

New Business:

- Bill noted that PFWD was given notice yesterday that 11580 Black Forest Road will have a tenant in unit 20, that the meter in that unit measures water usage in the irrigation system. A second meter will need to be installed at their expense to measure water usage by the new tenant. This is will be inspected by Lynn.
- The Board discussed setting a time limit for visitors' comments. The consensus was to allow a total of about 15 minutes for visitor comments, with each visitor's comment limited to 3-5 minutes maximum, at the Board's discretion.

Adjournment: A motion to adjourn the meeting at 9:51 p.m. was made by Megan Johnson, seconded by Tim Connelly. Approved.

Chair Pam Sekac made a motion to reconvene the meeting since all members were still present. Seconded by Jason Kerekes. Approved. The meeting was reconvened at 9:53 p.m.

Motion to allow a week of paid vacation for office manager was made by Jason Kerekes, and seconded by Pam Sekac. 3 ayes, one abstention. The motion was approved.

Tim Connelly made a motion to adjourn the meeting at 9:56 p.m., seconded by Jason Kerekes. Approved.

The next regular meeting will be held on Monday July 11, 2016 at 7:00 pm at the PFWD Administration building, located at 7340 McFerran Road. *Note this day for the meeting is different than normal due to various summer vacations *****


MEGAN JOHNSON, SECRETARY