

**MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
November 11, 2015**

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

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

PFWD Staff Present: Lynn Willow and Bill Stedman

Guests Present: Ross Wiens, Kathy Marx, Bill Buckman and Bill Cutkomp

Roger Lage had each board and staff member introduce themselves to the guests. He then opened the public meeting.

Guest Discussion:

- Reviewed the last increase of water rates.
- Reviewed some of the decisions on the inclusion of both Eagle Wing and Eagle Rising.
- Explained the concern regarding the recent Mountain View Electric increases.
- Reviewed the concern of using some of the capital expenditure money to cover shortfalls in the General Budget (waters sales minus administrative and operating expenses).
- Copies of the most recent budget, and the profit and loss and financial statements were handed out to the guests for their reference. He also reminded the guests that the PFWD website will have copies posted for public record.
- Discussed the impact of outside third party charges relative to the administrative and operating expense budgets. These primarily relate to regulatory and electricity expenses. The guests indicated that they would prefer incremental increases over the next couple of years, with a 25-35% increase for the 2016 calendar year.

Rate Increase Discussion

- The board discussed the suggested rates of a \$66 base rate per month for 4,000 gallons of water that were on the enclosed sheet.
- The board discussed leaving the tier rates as is for the time being.
- There was discussion about spreading the needed base increases out over two years in response to the guest comments, and that the monthly residential base fee for 2016 be \$50 for 3000 gallons.
- There was discussion about changing from a quarterly to a bi-monthly billing cycle in 2016.
- Commercial taps and business base rates will be evaluated. Any needed changes to the Rules and Regulations will also be coordinated.

2016 Budget Discussion

The board discussed the 5th draft of the 2016 budget that was distributed at the meeting. The following changes were suggested:

- Decreasing 5002 Distribution System Maintenance from \$12,000 to \$8,000.
- Decreasing 5020 Water Treatment Chemicals from \$10,000 to \$7,000.
- Decreasing 5051-5055 Electricity from \$60,360 to \$48,000.

Motion was made by Pam Sekac, seconded by Tim Connelly, to adopt these budget revisions. Approved.

Pam Sekac, Bill and Lynn will do further analysis of the 2016 budget needs, and present any revisions to the December board meeting, at which the budget will be finalized. Water rates will also be finalized at the December board meeting

Preliminary Engineering Report (PER)

Motion made by Cal Utke, seconded by Pam Sekac, that the final PER report submitted by JPS Engineering at the last meeting be accepted. Approved.

Review of Minutes: The minutes of the October 14, 2015, Regular Board Meeting were submitted. A motion to accept the minutes was made by Pam Sekac, seconded by Cal Utke. Approved.

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

Total Cash:	\$ 431,480.05
Total Assets:	\$ 2,292,005.39
Total Liabilities:	\$ 96,109.43
Accounts Receivable:	\$ 9,526.70
Accounts Payable:	\$ 8,846.80
Bulk Water Sales (last month):	\$ 427.89

A motion to accept the Treasurer's report was made by Pam Sekac, seconded by Cal Utke. 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 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 Bill Stedman.

- Bill indicated that he needs Roger's signature on documents for payment of the DOLA grant for reimbursement of half of the district's cost for the PER.
- Bill reported that the district has received from Paul Anderson the final order and judgement that "quieted title, i.e., confirmed fee ownership, to the groundwater underlying the Eagle Wing subdivision."
- Bill reported that Pam and he learned in reviewing the SDA manual that "all unpaid [water] fees, rates, tolls, penalties and charges constitute a perpetual lien against the property served. C.R. S. 32-1-1001(1)(j), so there is no need to file a separate lien on the 10565 Egerton Property. A letter was mailed to Mark Fenton, the owner of record of the property, on November 3, 2015, giving notice that if full payment of the outstanding balance of \$288 on the account is not paid within ten (10) days, the

district will post a notice on his house on Monday, November 16, 2015, that his water will be shut off on Wednesday, November 18, 2015 if payment is not received.

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

- The board discussed the Capital Project Priority List that Lynn had submitted, and asked Lynn to bring this back to next month's board meeting with estimated costs for each item.

Secretary's Report: The following were received:

- Notice from the Colorado Department of Labor and Employment, Unemployment Insurance Employer Services, that the district's group unemployment insurance rate for 2016 is 0.003. This is the same as the current rate.
- Notice was received from the Colorado Department of Public Health & Environment regarding public notice requirements for violations identified during sanitary surveys that will go into effect January 1, 2016.

Action Item List: Tabled.

Old Business:

Eagle Wing. Done.

Eagle Rising. No communications have been received by the district.

Performance Appraisals. Roger Lage and Pam Sekac met with Lynn Willow and Bill Stedman for their annual performance appraisals. The following salary increases are reflected in the proposed budget for 2016:

- Increase Lynn Willow's annual salary to \$52,000.
- Increase Bill Stedman's annual salary to \$24,000.

Pam expressed appreciation for the efforts of both to increase the level of professionalism and effectiveness in communications with district customers and vendors.

New Business: None.

Adjournment: A motion to adjourn the meeting at 10:26 p.m. was made by Cal Utke, seconded by Tim Connelly. Approved.

The next regular meeting will be held on December 2, 2015 at 7:00 pm at the PFWD Administration Building, located at 7340 McFerran Road.



CAL UTKE, SECRETARY