

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

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

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

Board Member Absent: Timothy Connelly

PFWD Staff Present: Lynn Willow and Bill Stedman

Guests Present: Edward Sekac, Jason Kerekes, Diane Magginetti, Lynn Lage, Ron & Margie Arms, Bruce Anderson, and Shari Warren

Roger Lage opened the public hearing regarding the 2016 budget and rate increases, having the Board members and staff introduce themselves to the guests. He then gave a brief history of the district, and explained that the base water rate is set to cover the administrative and operational expenses while the mill levy is set to cover equipment replacement and upgrade. He stated that the base water rate has been insufficient to cover the expenses for the past few years, requiring use of mill levy funds to cover the shortages. He also explained that rates have remained low for many years, and that the last rate increase four years ago was low and insufficient for covering the shortages at that time.

Guest Discussion: Discussion followed regarding what the increase needs to be and how to best implement it. Suggestions on how to decide what each customer pays were made by the guests and were considered by the board. All present agreed the rates are low and have to be raised.

One customer voiced a concern over raising their rates. The customer claims to have occasional brown water and doesn't feel that their rates should be raised as long as this keeps happening. Lynn Willow (the district ORC) has repeatedly tested the district water that feeds into their line and has found nothing causing this problem in our distribution system.

Review of Minutes: The minutes of the September 9, 2015, Regular Board Meeting were submitted. A motion to accept the minutes, changing the last sentence to indicate the next meeting would be at the Black Forest Fire Department was made by Pam Sekac, seconded by Cal Utke. Approved.

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

Total Cash:	\$ 421,532.22
Total Assets:	\$ 2,320,851.91
Total Liabilities:	\$ 104,715.41

Accounts Receivable:	\$	40,127.27
Accounts Payable:	\$	7,899.57
Bulk Water Sales (last month):	\$	2,253.08

A motion to accept the Treasurer's report was made by Cal Utke, seconded by Ken Fulton. Approved.

Invoice Processing: The list of invoices for processing was reviewed prior to the board meeting by board members. The fee for Tim Connelly will be removed since he had an excused absence. A motion to pay the bills was made by Cal Utke, seconded by Pam Sekac. Approved.

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

- The Board advised Bill to place a lien on the foreclosure property at 10565 Egerton to circumvent Bank of America's unwillingness to pay the ongoing water bills while they own the property.
- Bill has not yet received a response from the Jennesses regarding the bill for their past water usage.
- Roger Lage made a motion, seconded by Ken Fulton, to transfer \$50 from the FSB checking account to the ColoTrust Restricted account for key deposits. Approved.
- Roger Lage made a motion, seconded by Pam Sekac, to transfer \$3,000 from the ColoTrust Capital Account to the FSB Capital Account to cover the capital expenditures for replacing the hydrant on Franciville Road and moving the hydrant on Kurie Road . Approved.
- Bill made a request that his hours be increased to 25 hours per week to compensate him for the hours he is actually working, effective October 1, 2015. Cal Utke made a motion, seconded by Ken Fulton, that Bill go to 25 hours per week effective October 1, 2015, at the same rate of pay. His new monthly salary will be \$1,625. Approved.

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

- Lynn estimated that the cost of main line repair at Mathews and Hungate would be about \$6,960, for survey and engineering for the design to get the line corrected. Roger moved to approve a maximum of \$5,500 for the preliminary work of the project, seconded by Pam Sekac. Approved. (Cal Utke abstained due the location of the work to be done because of a possible conflict of interest.)

Secretary's Report: No mail.

Action Item List: Tabled.

Old Business:

Eagle Rising. Any meeting with Steve Jacobs will need to be with the full Board in person, or by letter.

Water Rates. Discussion regarding the amount of the increase needed was held. Which revenues can be used to decrease the amount needed were also discussed. Suggestions discussed were:

- Charging a connectivity fee with an added charged for the actual number of gallons used.
- Increasing the tier charges to cover the shortages while leaving the quarterly base as is.

- Changing to a two-month billing cycle from the current quarterly billing cycle.

Further discussion and a final determination of the rate increase will be made at the next monthly meeting on November 11, 2015.

PER Report was received from John Schwab, and is being sent to DOLA and CDPHE..

New Business:

2016 Budget Draft. Cal Utke made a motion to approve the proposed budget that was presented at the October 14 meeting, seconded by Pam Sekac. Approved.

Performance Appraisals. In the future, will need to be moved to September, to help with the future year's budget and with completion of the Workers' Compensation renewal questionnaire that is due in September. Roger will check his schedule in early November with Pam to determine when they can meet with Lynn and Bill for this year's performance appraisal.

Rules and Regulations. Tabled to January 2016 meeting.

Our Lady of the Pines Paving Project. The Board has no issue with the project. The church has been informed and understands that if the district needs to access the 4-inch line, the pavement and curb would be taken out, and the church would be responsible for all the replacement costs.

Adjournment: A motion to adjourn the meeting at 9:00 p.m. was made by Roger Lage, seconded by Cal Utke. Approved.

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



Cal Utke, Secretary