

Megan

DRAFT
MINUTES OF THE REGULAR BOARD MEETING
PARK FOREST WATER DISTRICT
September 14, 2016

President Pam Sekac called the meeting to order at 7:06 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: Herb Wood, El Paso Sheriff- Community presence officer

Visitor Comments: Comment was made that water coloration in the Eagle Wing subdivision has improved over the last year.

Request for information was requested for reasons behind rate increases. Questions for tax increases and mill levy were addressed.

A customer sent a water sample with great thanks for the color and clarity!

Review of Minutes: The minutes of the August 10, 2016, Regular Board Meeting were submitted. A motion to accept the minutes with minor corrections was made by Roger Lage, seconded by Tim Connelly. Approved.

Treasurer's Report: See enclosed report posted to Park Forest Water District's website. (reference <http://www.pfwd.org/Pages/FinancialStatements.aspx> September 2016)

As of August 2016

Total Operating Income:	\$ 155,302.65
Total Operating Expenses:	\$ 145,512.22
Net Operating Income/(Loss):	\$9,790.43

A motion to approve the financials and Treasure's report was made by Megan Johnson, seconded by Roger Lage, 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 Roger Lage, 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.

Bulk water sales for the last cycle were profitable.

Customer information included renters, property sales, foreclosures and bill repayments.

Our certified letter to give Notice of water discontinuation to our renter customer who has not paid in 6 months is listed as undelivered by the post office. Manager's recommendation is to post a notice of intent to discontinue service in 5 days if no written response is received. The board requested the owner of the property be contacted to pay the bill. Manager will contact via phone in the morning. Roger Lage motioned to post a notice of intent to discontinue service to the property and notify the owner of the current situation, Megan Johnson seconded, approved.

Board discussed the possibility of charging a deposit to renters, versus utility liens registered with the county.

Manager requested board direction for a customer delinquent for payment of overage. Board agreed he needs to pay for the water that was used, it was determined to pursue with a second letter of payment request or notice of water discontinuation will be pursued.

Manager notified the board of a customer unhappy with his August bill that was missing a meter reading. The bill is current, however customer wants refunds for late payments and overage use.

Tim Connelly made a motion to approve transfer of \$41,000 from ColoTrust Capital Account to Farmers State Bank Capital Account to cover August expenditures for the Hungate/Matthews mainline repair as well as Teachout/McShane valve projects. Roger Lage seconded, approved.

Tim Connelly made a motion to approve transfer of \$4,800 from ColoTrust Capital Account to Farmers State Bank Capital Account to cover May 2016 expenditures to Ross Electric for the Soft Start Motor Control for Well #4. Roger Lage seconded, approved.

County assessor requested district to check boundaries on file, a letter needs to be signed and returned.

Budget forecasting shows profits and loss thus far in the year. Overall expenses are on track with the budget with various over and under totals.

Recommendations for state compliant rules and late fee payments were made. The district agreed that as a result of compliant rules, refunds were required for affected customers. A credit will be given in the next billing cycle to those customers.

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

- BacT samples taken and negative
- Valve replacement on mainlines on Teachout and McShane was completed at \$700 under budget.
- Radio Transmitter at well #4 is out, EMC notes probability of lightning for outage. EMC will replace and operator will check insurance deductible, and surge protector failure/warranty.
- Remote reader is now in place and operating correctly for customer with disability

- State water resource inspector was on site 9/13/16 for well inspection, inspection was passing
- Budget request for future consideration would be for a water line location project

Secretary's Report:

- None at this time

Action Item List:

- Personnel evaluations were completed in September- both employees reported job satisfaction. With the review of the ORC's new responsibilities, coupled with successful project completion and overall satisfactory line maintenance the board agreed to raise the ORC salary 5.7%. Our office manager also has completed multiple successful projects and has efficiently re-organized the office will receive a raise of \$100 monthly, as well as a week of PTO. Additionally an hourly increase of \$5 was given to our back up ORC for when he assists the district in substitutions and or projects. A motion for salary and benefit compensation increases was made by Megan Johnson, seconded by Tim Connelly, approved.
- Pursue inquiries of water leases
- Accounting manual in progress
- Look at placing the 2017 budget for next month

Old Business:

- Rules and regulations are required to change for compliance within Colorado State law. Revisions were made with full board participation. The impact of these changes to our fees have been reimbursed by way of a credit within the next billing cycle and are in fact retro active to January 2016. A motion to accept, with suggested changes, new Rules and Regulations was made by Roger Lage, seconded by Tim Connelly, approved

New Business:

- Multiple draft proposals for 2017 budget will be compiled by the business manager and various board members, NO ACTIONS will be completed, only proposals will be created
- Proposing minimal cost of living rate change will be included in the draft budget, these expenses will be available for discussion at the November board meeting
- Discussion in regards to proposals with engineers for significant projects in the future, brainstorming for future plans, Roger will revisit the PER and share with the board next month

Executive Session:

While on the agenda, it was determined that an Executive session was not needed

Adjournment: A motion to adjourn the meeting at 10:34 p.m. was made by Jason Kerekes, seconded by Roger Lage, Approved.

The next regular meeting will be held on Wednesday October, 12, 2016 at 7:00 pm at the PFWD Administration building, located at 7340 McFerran Road.