

**MINUTES OF THE REGULAR BOARD MEETING  
PARK FOREST WATER DISTRICT  
September 9, 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:** Tim Jenness, Jason Kerekes, Bruce Anderson

**Guest Discussion:** Tim indicated that they had not been in the habit of sending in their meter reading cards. Instead, they called the meter readings in to Kathy. He expressed concern that she did not note the missing zero over the 5 years. He indicated that he and Lori feel there is mutual responsibility for the errors that occurred, and are asking for some consideration on the bill they were sent for \$3,673. Discussion followed regarding the error of the data entry.

- The Board will follow up with Kathy about the data entry, and possibly explore the analysis of the meter to ensure its accuracy.
- Lynn will go to the house and visually check the meter.
- Motion by Roger Lage, seconded by Tim Connelly, to recalculate the usage at only the lowest overage rate for the appropriate quarters so that there would be no penalty of the higher tiered charges being applied to their water consumption. Approved: vote for – 4; vote against – 1.

**Review of Minutes:** The minutes of the August 12, 2015, Regular Board Meeting were submitted. A motion to accept the minutes was made by Cal Utke, seconded by Roger Lage. Approved.

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

Total Cash:	\$	438,989.10
Total Assets:	\$	2,312,954.68
Total Liabilities:	\$	108,447.27
Accounts Receivable:	\$	6,286.69
Accounts Payable:	\$	11,818.62
Bulk Water Sales (last month):	\$	1,450.36

Discussion followed about soliciting new customers for bulk water. There are currently 3 possible new bulk customers.

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

**Invoice Processing:** The list of invoices for processing was reviewed prior to the board meeting by board members. A revised list had been emailed to the Board earlier in the day. A motion to pay the bills was made by Tim Connelly, seconded by Ken Fulton. Approved.

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

- Bill noted that four customers are still not paid up for the June 30 billing.
- Motion was made by Tim Connelly, seconded by Cal Utke, to transfer \$7,000 to the FSB Capital Account from the ColoTrust Capital Improvement Account. Approved.
- Bill reported that we passed the audit by the CO Department of Labor and Employment.
- Cal Utke made a motion, seconded by Pam Sekac, to certify Bill Stedman as the member representative and Roger Lage as the alternate member representative for the CO Special District Property and Liability Pool. Approved.
- Roger Lage will write a newsletter for the upcoming September 30 billing.
- Bill will correct the late payment fee amount on the September 30 billing cards to \$20, to agree to the Rules and Regulations.
- Bill will be working in September to get his notary license.

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

- Lynn noted that the dates in his report that he flushed the Egerton line should be corrected to 9/5, 9/6, and 9/7.
- The Board tabled the question of water diverting valves for Well #1.
- Lynn reported that he received an email from DOLA regarding information about possible new grants, and that he will look into it further.

**Secretary's Report:** The mail was reviewed.

- Berwick Electric sent a solicitation to include them in our bids.
- CenturyLink sent a notice that our bill from them will increase because the district does not qualify for exemption from the Federal Universal Service Fund.
- We received a letter from the Office of the County Assessor for the district to confirm that we agree with the boundaries of the district as depicted on the map as supplied by the El Paso County Assessor's Office. Roger Lage signed this.

**Action Item List:** The action item list was reviewed, and updated.

**Old Business:**

Eagle Rising Project is on hold. Lynn will follow up with Steve's call on meters for the two community wells.

Water Rates: The board began initial discussions about a water rate increase. Property taxes cover capital improvements. Water charges cover the operating and administrative expenses of the district. Based on a projected expense budget of about \$203,000 for 2016, water rates would need to be increased to about \$60

per month ( $\$60 \times 3 = \$180 \times 4 = \$720 \times 282 \text{ customers} = \$203,040$ ). There was also discussion about changing from a 3-month to a 2-month billing cycle. Bill will investigate the number homes that pay the tiered fees for excess usage.

PER Report: John Schwab is reviewing, and Roger Lage will contact him and remind him of the priorities listing.

**New Business:** None

**Adjournment:** A motion to adjourn the meeting at 9:55 p.m. was made by Cal Utke, seconded by Tim Connelly. Approved.

The next regular meeting will be held on October 14, 2015 at 7:00 pm at the Black Forest Fire Department, located at 11445 Teachout Road.



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Cal Utke, Secretary