

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT  
REGULAR BOARD MEETING**

April 19, 2018

The Regular Meeting was called to order by Chairman Lou St. Germain at 11:20 am at the Water District Office. Board Members present were Mary Hume, Ray Grimmatt, Sally Rottier, and Paul Studer. Staff members present were Grant Cooper and Amy Belch.

**1. Call Meeting to Order**

**2. Pledge of Allegiance**

**3. Call to the Public**

No Public

**4. Reading of March 2018 Work Session and Regular Board Meeting Minutes**

Ms. Hume made a motion to accept the minutes as printed. Mr. Grimmatt seconded the motion. Motion carried.

**5. Treasure's Report for March 2018**

Mr. Studer reports service income is at 76.78%, taxes are 77.58%, total income is 78.5%, wages are 68.69%, operations are at 79.5%, travel is at 87.9%, and capital outlay is at 11.05%. Both bank accounts total \$754,838.09. Ms. Rottier made a motion to accept the treasures report. Ms. Hume seconded the motion. Motion carried.

**6. On-Site Manager's Report for March 2018**

Mr. Cooper reports 890 customers with delinquents being \$330.96. Mr. Cooper, Mr. Studer, and Ms. Belch are working on the preliminary budget for fiscal year 2018-2019. Email billing has increased by 15 customers this month. National Bank of Arizona rewards points total \$1305.35. Mr. Cooper reports Painted Sky Engineering is still working with Coconino County for the main line project. Mr. Studer and Mr. St. Germain suggest walking the roads where FLDWID needs to upgrade the water lines and totaling the culverts, trees, power poles, and telephone poles for data. Mr. Cooper explains to the board once approved from county it will be turned into ADEQ for approval. Mr. Cooper will have Painted Sky Engineering ask for a 1 year permit from county so FLDWID can build savings for the Main Trunk Line Project. Mr. Cooper hopes to have something in writing from Coconino County in May. Mr. Cooper reports pumped water is 1,071,468, customer's used 706,302, storage is 145,00 and leaks from fire hydrant totaled 220,166. Mr. Cooper reminds board to sign the approved Policy and Procedure along with the Rules and Regulations. Mr. St. Germain would like to recognize Mr. Cooper's 10 years with FLDWID.

**7. New Business**

**Discussion and Possible Decision of Presentation from Mary Hume and Paul Studer**

No action required

**Discussion and Possible Decision on Preliminary Budget for 2018-2019**

Ms. Hume tabled Preliminary Budget for 2018-2019 fiscal year. Mr. Grimmatt seconded the motion. Motion tabled.

**Manager to Board**

Mr. Cooper would like to say thank you to the FLDWID Board for recognizing the 10 years of service.

**Board to Manager**

Mr. Studer suggested to Mr. Cooper cleaning up the bulletin boards, updating website on usage fees, changing the manager's report to address the unaccountable water, update on Energy Audit, and notifying the public on time line when FLDWID changes from running off 1 well to 2 wells.

Mr. St. Germain called for a motion to close the Board Meeting. Ms. Rottier made the motion. Mr. Grimmatt seconded the motion and it carried. Meeting closed at 12:25pm.

FOREST LAKES D.W.I.D.

Minutes by:  
Amy Belch

  
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Lou St. Germain, Chairman

  
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Sally Rottier, Secretary

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Date May 17, 2018

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT  
WORK SESSION  
April 19, 2018**

The Forest Lakes DWID Work Session was called to order by Chairman Lou St. Germain at 10:00 am at The Water District Office. Present were Board Members: Mary Hume, Sally Rottier, Ray Grimmatt and Paul Studer. Staff Members present was Grant Cooper and Amy Belch.

**1. Presentation to the Board From Mary Hume and Paul Studer**

Ms. Hume went to a class at the RWAA Conference for the Yarnell water company. In the presentation they talked about having proper insurance, a plan in case of a fire, Fema paperwork downloaded, talking with your local fire department and forest service prior to a disaster. Ms. Hume reports Yarnell was paid by insurance \$435K and the damage was estimated at 2.3 million. Yarnell water reached out to FEMA with no success. Yarnell water has had to rely on federal grants. Yarnell water anticipates a recovery by 2020. Mr. St. Germain recommends calling Mr. Hancock and the underwriter to get a clear understanding of what is covered. Mr. St. Germain states we should get Mr. Hancock and an underwriter here as soon as possible. Ms. Hume suggest contacting the forest service and fire department and ask for a fire retardant dropped on the SCADA building and the Wells if a fire should break out. Mr. Studer will put together an excel spread sheet of all inventory on Monday. Mr. St. Germain suggest getting the square footage dollar replacement in writing from the underwriter. Mr. Grimmatt states he has pictures of everything of value at his house on a video that is located in a safe deposit box.

Ms. Hume reports on Servline Program for FLDWID customers. Ms. Hume states all customers would have to sign up first and then elect to opt out afterwards. The program offer's coverage for water leaks with high usage up to \$2500.00 and damage claims up to \$10,000. Ms. Belch has contacted Ms. Shelby who represents the Servline Program and she will be here for the board meeting in June.

Mr. St. Germain suggest looking into the logistics of in house insurance. Mr. Cooper states Ms. Belch will gather the last 3 years of leak list and FLDWID Board can determine if it's beneficial for our customers.

Mr. Cooper has a meeting with Badger Meter Tuesday April 24, 2018 at 7:30am and welcomes any FLDWID board members to join. Mr. St. Germain suggest taking the meter with the highest usage and having Badger bench test it for accuracy. Mr. Studer suggest taking 4-5 meters starting with the highest usage. Mr. St. Germain thinks testing one meter is significant enough.


**2. Discussion of Preliminary Budget for 2018-2019**

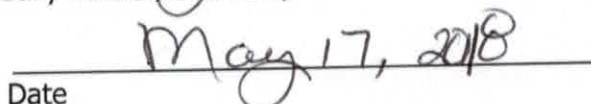
Mr. Cooper and Ms. Belch work together to get the most accurate numbers for the projected actuals of 2017-2018. Mr. Cooper states property tax figures are not ready until next month. Mr. Cooper suggest raising Coalition fee's to \$30,000 because the Lawyers will be in court most of 2018-2019 fiscal year. Mr. Cooper recommends \$300,000 for Construction in progress – Main Trunk Line. Mr. Studer suggest taking a closer look at the Capital outlay expense once the property tax numbers are complete.

Mr. Lou St. Germain Closed meeting at 11:20 am.

Forest Lakes DWID  
Minutes by: Amy Belch

  
Lou St. Germain, Chairman of the Board

  
Sally Rottier, Secretary

  
Date