

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

August 17, 2018

The Regular Meeting was called to order by Chairman Lou St. Germain at 11:02 am at the Water District Office. Board Members present were Ray Grimmatt, Sally Rottier, Mary Hume, 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 July 19, 2018 Board Meeting Minutes

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

5. Treasure's Report for July 19, 2018

Mr. Studer suggest changing the 3100 to 3101 on the budget to match the profit and loss report.

Mr. Studer states service income is 10.34%, interest income is 0.03%, taxes is 1.04%, gross profit is 5.95%, payroll expense is 6.69%, and operations is 12.36% because of the onetime payment for liability insurance. Mr. Studer reminds the board that \$80K for engineering was approved in last fiscal budget and out of that \$80k FLDWID has spent \$23K towards engineering for the Main Trunk Line Upgrade. Ms. Rottier made a motion to accept the treasures report as presented. Ms. Hume seconded the motion. Motion carried.

6. On-Site Manager's Report for July 2018

Mr. Cooper reports delinquents is \$428.69 with no customer issues. Email billing is 187 customers. Ms. Belch will send out an email blast and also add a note to the customer's bills next month for email billing.

Mr. Cooper and Ms. Belch completed the internal audit finding 4 items that were corrected immediately.

Ms. Irwin is working to complete the financials for 2017-2018 fiscal year.

Mr. Cooper, Mr. Morehead, and Rim Country Tile and Stone have completed the office bathroom.

Mr. Cooper has provided a time line for the board members on the main trunk line project. Mr. Cooper spoke with Mr. Brimhall about the expectations of Coconino County regarding the main trunk line. Mr. Brimhall will contact Mr. Cooper when he has a time, date, and location for a meeting with Coconino County. Mr. Cooper will present the last 3 upgrades in Forest Lakes Estates, pictures of electric poles where the county wants the water lines to be installed, and show no maintenance issues on the water lines installed in the past.

Mr. Cooper will contact Mr. Jim Parks if necessary and even the lawyer if need be.

Mr. Cooper reports water pumped 6,803,559, customer metered 6,619,062, storage 55,000, and unaccountable water is 129,497.

7. New Business

Discussion and Possible Decision on Looping Locations

Mr. Studer made a motion to table looping locations. Mr. Grimmatt seconded. Motion tabled.

Discussion and Possible Decision on Quick books Line Item 3101 VS Budget Line Item 3100

No action required

Manager to Board

Mr. Cooper reports all accounts payable records have to be saved since FLDWID is public funds business per our CPA. Mr. Cooper states having fire safe filing cabinets is an option but an expensive one. I am looking into USB thumb drives to save each fiscal year.

Board to Manager


Mr. St. Germain called for a motion to close the Board Meeting. Ms. Rottier made the motion. Mr. Grimmett seconded the motion and it carried. Meeting closed at 11:55 am.

FOREST LAKES D.W.I.D.

Minutes by:
Amy Belch



Lou St. Germain, Chairman of the Board



Sally Rottier, Secretary

9-20-2018
Date