

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

November 18, 2021

The Regular Meeting called to order by Chairman Mr. Lou St. Germain at 11:05 am. Board Members present Bryan Hawk. Via telecom Paul Studer. Absent Mary Hume and Joe Taylor. Staff member present Mr. Cooper and Amy Belch.

**1. Call Meeting to Order**

**2. Pledge of Allegiance**

**3. Call to the Public**

No Public

**4. Reading of October 2021, Regular Board Meeting Minutes**

Mr. Hawk made a motion to accept the minutes. Mr. Studer seconded the motion. Motion carried.

**5. Treasure's Report for October 2021 Profit and Loss, Bank Balance, and Cash Flow Report**

Mr. Studer reports service income 36.7%, interest income 135.6%, taxes 40.5%, miscellaneous 122.5%, payroll 25.6% operations 34.8%, travel 22.0%, and net income 32.7%. Bank balance matches at \$690,899.57. Mr. Hawk made a motion to accept treasures report. Mr. Studer seconded the motion. Motion carried.

**6. On-Site Manager's Report for October 2021**

Mr. Cooper reporting for Mr. Cooper. 903 customers with \$502.00 delinquents this month. Mr. Cooper reports we received \$600.00 in delinquent payment yesterday. \$1146.85 in credit card rebates.

Ms. Belch has created a winter project, she is going to update every customer's information and hopefully add more email billing at the same time. The response on email billing was not great last month.

Mr. Cooper invites board members and employees to Christmas Party at Diamond Point at 5:30 pm on Friday, December 17, 2021.

Mr. Cooper states he was trying to communicate with a customer on his water bill but when explaining what had happened, the customer hung up on me.

Water pumped for the month 2,286,584, metered 1,778,915, construction flushing 147,000, flushing hydrants 100,000, project flushing 200,000, and unaccountable water 60,669. Putting our average for the month at 2.65% and for fiscal year average 2.14%.

**7. New Business**

**Discussion and Possible Decision on Master Plan 2021**

Mr. St. Germain made a motion to table until next month. He suggested that Mr. Cooper and Ms. Belch go through thoroughly of grammar and duplicates in Master Plan. Once that is complete send a copy to all board members via mail. Board members will review the mark up and add changes before next board meeting.

**Manager to Board**

Mr. Cooper states he ordered 25-meter heads and is down to 10-meter heads. He is keeping a close eye on the batteries. Mr. Cooper reports new reading software is a possibility, but he is trying to hold off until fiscal year 2022-2023.

**Board to Manager**

Mr. Studer suggest providing a wrap up letter of the project. Include project schedule, updated project schedule, accomplishments, timelines, ahead of schedule and reason, behind schedule and reason, weather during project, and financial break down.

Mr. St. Germain called for a motion to close the Board Meeting. Mr. Hawk made the motion. Mr. Studer seconded the motion and it carried. Meeting closed at 11:32 am.

FOREST LAKES D.W.I.D.

Minutes by:

Amy Belch

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Lou St. Germain, Chairman of the Board

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Bryan Hawk, Secretary

\_\_\_\_\_  
Date

DRAFT