

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT  
REGULAR BOARD MEETING  
November 21, 2024**

The Regular Meeting called to order by Chairman Gary Richardson at 12:15pm. Board Member present Dan Parks, Lou St. Germain, Joe Taylor, and Pat Murphy. Staff members present Grant Cooper and Amy Belch.

**1. Call Meeting to Order**

**2. Pledge of Allegiance**

**3. Call to the Public**

No Public

**4. Reading of October 2024 Work Session and Regular Board Meeting**

Mr. St. Germain made a motion to approve the minutes as printed. Mr. Murphy seconded the motion. Motion carried.

**5. Treasure Report July to October 2024**

Mr. Taylor reports that closing out fiscal year 2023-2024 income performance to budget was positive of \$41,971.00. July 2024 positive \$7369.31, August 2024 positive \$271,717.39 higher because the sale of skunk way property. September 2024 positive \$18,606.02, and October 2024 positive \$117,443.15 because of property tax revenue. Bank balance for October 2024 \$1,138,060.79. Joe made a motion to accept the treasures report for July 2024 through October 2024. Mr. Murphy seconded the motion. Motion carried.

**6. On-Site Manager's Report October 2024**

Mr. Cooper reports \$469.00 in delinquents totaling \$4288. Letters were sent out to customers on October 22, 2024. Ms. Belch has been working with National Bank of Arizona, CUSI, and Smart Systems to get autopay up and running. Launched autopay internally and Ms. Belch is working with CUSI to correct problems found. Mr. Morehead redid the flagpole concrete footing.

Mr. Cooper suggested keeping LCR money in the Coconino County account. Mr. St. Germain recommends calling Lawyer on LCR questions. Mr. Cooper will update the board once he has answers to their questions.

Mr. Cooper states all items on the proposed agenda will be directed to Mr. Richardson besides standard items that are in the Regular Board meetings.

Mr. Cooper reports pumped numbers totaled 2,233,000, customers used 2,088,999, fire department used 50,000 and unaccountable 94,001. Leaving the average unaccountable at 4.20%.

**New Business**

**Discussion and Possible Decision of Master Plan Review**

Mr. Taylor made a motion to accept the Master Plan as discussed in work session and adding the changes to appendix A, to be reviewed at the next board meeting. Mr. St. Germain seconded the motion. Motion carried.

**Discussion and Possible Decision on Closing Financials for 2023-2024 from Stephanie Irwin, CPA**

Mr. Parks made a motion to approve closing financials. Mr. St. Germain seconded the motion. Motion carried.

**Discussion and Possible Decision of Acknowledge Operational and Customer Service Improvements**

Mr. Richardson recommended \$6000.00 for acknowledgement and customer service for FLDWID employees. Mr. Parks made a motion for Mr. Cooper to divide the \$6000.00 between himself and employees. It was suggested adding Ms. Robinson to the pool. Mr. Taylor seconded the motion. Motion carried.

**Discussion and Possible Decision of Holiday Dinner for Forest Lakes DWID**

No action required.

**Old Business**

**Discussion and Possible Decision of Engineering for Bailey and Wildcat Project**

Mr. Parks made a motion to accept the engineering proposal from Painted Sky dated 11/202/2024 with the question on total scope be answered by the engineer. Mr. Muphy seconded the motion. Motion carried.

**Discussion and Possible Decision of Storage Building for Project Parts**

Tabled by Mr. Richardson

**Discussion and Possible Decision of Hiring Staff for FLDWID Proposal from Mr. Cooper**

Mr. Parks made a motion to hire Ms. Robinson for 24 hours a week and not exceed 30 hours consecutively. Mr. St. Germain seconded the motion. Motion carried.

**Discussion and Possible Decision of Updates on Grants/W.I.F.A for FLDWID**

No action required.

**Manager to Board**

None

**Board to Manager**

None

Mr. Gary Richardson closed the Board Meeting at 1:20 pm.

**FOREST LAKES D.W.I.D.**

**Minutes by:**

**Amy Belch**

\_\_\_\_\_  
Gary Richardson, Chairman of the Board

\_\_\_\_\_  
Dan Parks, Secretary

\_\_\_\_\_  
Date