

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

April 21, 2016

The Regular Meeting was called to order by Chairman Lou St. Germain at 11:35 am at the Water District Office. Board Members present were Paul Studer, Sally Rottier, Mary Hume and Ray Grimmett. Staff members present were Grant Cooper and Amy Belch.

**1. Call Meeting to Order**

**2. Pledge of Allegiance**

**3. Call to the Public**

Becky Johnson. Ms. Johnson stressed concern the water departments operations working 4 days a week 10 hour days. Mr. Cooper states the Water Operations is working 4-10's with a water operations employee on call 24 hours a day, 7 days a week. Mr. Cooper reports Ms. Belch will be in the office Monday through Friday 8am to 2pm.

**4. Reading of March 2016 Work Session & Regular Board Meeting and February 23, 2016 Special Board Meeting.**

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

**5. Treasure's Report for February 2016 and March 2016**

Mr. Studer reports February 2016 was not approved last meeting due to Tank Maintenance Contract that was under review. Mr. Studer reports Mr. Cooper contacted Utility Services to change contract to pay Quarterly instead of one lump sum, making the next Utility Service payment April 2017. Mr. Studer reports on March 2016 Profit and Loss. Service Income is at 72.94% and Mr. Studer projects to under run the number. Investment Income is at 99.04%. Taxes is at 76.05% and based on past numbers FLDWID will come close to budget. Miscellaneous Income is at 74.78%. Payroll Expense is at 70.08% and Mr. Studer expects to overrun by 11.5K with the Insurance cost. Insurance Cost under by 17K. Operations is at 68.25%. Travel is at 63.49%. Net Income is at 4.86%. Mr. Studer made a motion to approve the Treasure's report as read. Ms. Hume seconded the motion. Motion Carried.

**6. On-Site Manager's Report for February 2016**

Mr. Cooper reports Ms. Belch spoke with Mr. Kevin at USPS and he suggest changing font sizes on water bill. Mr. Kevin also stated to Ms. Belch giving FLDWID a minimal refund as a gesture. Mr. Cooper reports Smart Systems looked at FLDWID software to see if it was compatible for Caselle upgrade. The upgrade will take 4-6 weeks from Caselle. April 6, 2016 Ms. Belch contacted Verizon Wireless and dropped lines 2665 and 3763. March 25 the Application for National Bank Business credit card was submitted. Mr. Cooper reports flow meters have arrived. Easter Sunday Mr. Morehead was called to FLDWID for high pressure. Mr. Morehead had to call Mr. Dewalt in from Automation Electric to fix the starter contact. Mr. Cooper reports the cost to fix the problem at the St. Joe Well total was \$2052.72. Mr. Cooper states water accuracy is 10% plus or minus 953,132. Mr. Cooper would also like thank Ms. Rottier for the Workmen's Compensation. Mr. Cooper states Elk Project time line starts May 10, 2016 with advertising in Round-Up and White Mountain Independent. May 25, 2016 Pre-bid meeting, June 9, 2016 close Bid Meeting. July 11, 2016 start project.

**7. New Business**

**Discussion and Possible Decision on Mogollon High School Robotics Club World Championship**

Mr. Studer made a motion to donate \$100.00 as community service. Ms. Hume seconded the motion. Motion Carried.

**Discussion and Possible Decision on Quarterly Review of 5 Year Plan**

Mr. Studer made a motion to table until June Review. Ms. Rottier Seconded the motion. Motion Carried.

**Discussion and Possible Decision of Preliminary Budget for Fiscal Year 2016/2017**

Mr. Studer made a motion to table Preliminary Budget for Fiscal Year 2016/2017 until FLDWID collects all data for Insurance. Ms. Hume seconded the motion. Motion Carried.

**8. Old Business**

**Discussion and Possible Decision of Early Audit VS. CPA Accounting**

Ms. Hume made a motion to terminate contract with Auditors and contract Ms. Irwin CPA to perform closing of the year financial with Internal Audit done by a Committee. Mr. Studer seconded the motion. Motion Carried

**Discussion and Possible Decision of Credit Card Fee**

Ms. Hume made a motion to accept Credit Card Fee of a dollar per every hundred, with a cap of \$300. Ms. Rottier seconded the motion. Motion Carried.

**Discussion and Possible Decision of ASRS**

Mr. Studer made a motion to table ASRS until FLDWID receives data on the buyback program. Ms. Rottier seconded the motion. Motion carried

**Items from Board to Manager**

**Manager to Board  
Board to Manager**

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

FOREST LAKES D.W.I.D.

Minutes by:  
Amy Belch

Minutes Approved:

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Lou St. Germain, Chairman

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Sally Rottier, Secretary

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Date