

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

June 16, 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 Grimmatt. 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 May 2016 Work Session & Regular Board Meeting**

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

**5. Treasure's Report for May 2016**

Mr. Studer reports Service Income at 89.2%, Investment Income at 110.3%, Taxes at 96.4%, Gross Profit at 92.8%, Payroll Expense at 85.3%, Operations at 80.1%, Travel at 63.5%, and Capital Outlay at 17.9%. Mr. Studer reports property tax is anticipating \$7K to come in the month of June. 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 May 2016**

Mr. Cooper reports delinquents went from \$1675 to \$2152 and Ms. Belch will continue to send out letters to past due customers. Chevron and Texaco and Shell have both been cancelled. Ms. Belch developed a program to pay bills by credit card on excel spread sheet for management and board approval. Mr. Cooper and Ms. Belch will conduct an internal audit with Ms. Irwin closing the financials for fiscal year 2015/2016. Ms. Belch will submit the CCR's for 2015 upon board approval. Mr. Cooper reports June 8, 2016 was the employee's first contribution to ASRS and thanks the board members for approving the program. Mr. Cooper reports May 25, 2016 FLDWID held a pre-bid meeting for Elk Project 2016 and June 9, 2016 FLDWID held a close bid meeting for contractors and suppliers. Mr. Cooper states FLDWID has been working with Sunland Asphalt from the highway construction to get asphalt for FLDWID. Mr. Cooper reports arsenic level went from 100 ppb (parts per Billion) to 80 ppb in the second quarter. 3<sup>rd</sup> quarter results were 50 ppb and as of this morning there is no traceable arsenic. Mr. Cooper spoke with Ms. Deborah from Forest Service on service contract. Ms. Deborah informed Mr. Cooper the Forest Service Geologist is extremely busy this time of season. Ms. Deborah states the service contract is expired but Forest Service will treat contract as active since FLDWID has paid continuously and the contract will be renewed and not treated like a new contract. Mr. Cooper reports all flow meters are installed except the St. Joe Well. Mr. Cooper is waiting on a bid from Carlson Electric for installation. Mr. Dewalt will come finish the SCADA connection. Mr. Cooper reports 9,725,520 was sold to customers in the month of May, plus or minus 10% for unaccountable water.

**7. New Business**

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

Mr. Studer made a motion to submit the budget for fiscal year 2016/2017 to the county without the notes. Ms. Hume seconded the motion. Motion carried.

**Discussion and Possible Decision of Forest Service Contract**

Ms. Hume made a motion to table Forest Service Contract. Mr. Grimmatt seconded the motion. Motion carried.

**Discussion and Possible Decision of Award of Contract Bid and Parts Bid for Elk Dr. Project**

Ms. Hume made a motion to accept Apache Underground and Excavating for Contractor on Elk Project 2016 and Dana Kepner Co. for Material Supplies. Mr. Grimmatt seconded the motion. Motion carried.

**Discussion and Possible Decision of Snow Well Arsenic Treatment**

Mr. Studer made a motion to table Snow Well Arsenic Treatment. Ms. Hume seconded the motion. Motion carried.

**Discussion and Possible Decision of CCR Report**

Ms. Rottier made a motion to submit CCR report to ADEQ. Ms. Hume seconded the motion. Motion carried.

**Discussion and Possible Decision of Selling FLDWID Property off Wildcat**

Mr. Studer made a motion to table until FLDWID gathered more data on Wildcat property. Ms. Hume seconded the motion. Motion carried.

**Discussion and Possible Decision of Credit Limit with National Bank of Arizona**

Mr. Studer made a motion to increase National Bank of Arizona Credit Card to 50K. Ms. Rottier seconded the motion. Motion carried.

**8. Old Business**

**Discussion and Possible Decision of Master Plan**

Ms. Rottier made a motion to accept the Master Plan with the changes to Vacation Drive on page 8, Changes to Audit on page 14, and adding the Forest Service contract on page 17. Ms. Hume seconded the motion. Motion carried.

**Discussion and Possible Decision of Policy and Procedures**

Mr. Studer made a motion to accept Policy and Procedures with the changes to Health Insurance for 40 hour a week full-time employees excluding immediate family members from vision and dental. 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. Hume made the motion. Ms. Rottier seconded the motion and it carried. Meeting closed at 11:52 am.

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