

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

September 15, 2016

The Regular Meeting was called to order by Chairman Lou St. Germain at 11:00 am at the Water District Office. Board Members present were Paul Studer, Sally Rottier, Mary Hume and Ray Grimmatt. Staff members present was Amy Belch. Mr. Cooper was absent.

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Call to the Public**

No Public

**4. Reading of August 2016 Work Session and Regular Board Meeting**

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

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

Mr. Studer states some corrections for July 2016 Treasure Report regarding Insurance check that was not posted because it had been lost in transit. Ms. Belch resolved the issue. Mr. Studer also states AZ ASRS contribution was showing in the Deferred Comp Contribution and Ms. Irwin suggest moving it to ASRS Employer Contribution.

Mr. Studer report's the August 2016 Service Income at 24.44 %, Property Tax at .72 % and states it's a timing issue. Insurance is at 16.2% with Payroll at 14.25%. Mr. Studer reports Coalition Attorney Fees is reduced from 4% to 2% and Computer Support at 41.89% including bills from May and June that carried over to this fiscal year. Office Supplies at 36.93% includes billing cards for the fiscal year. Mr. Studer reports Sales Tax Paid at 29.35% includes a check from December 2015 and Operations is at 22.72%. Travel is at 15.42%, Capital Outlay is at 21.7%, and Total Expense is at 20.47%. Ms. Hume made a motion to accept the Treasures report as read. Ms. Rottier seconded the motion. Motion carried.

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

Ms. Belch reports 882. Delinquents are \$1384.52 from \$1441.18. Ms. Belch has sent out 2 certified letters to customers and the next step will be to put a lien on the properties. Ms. Belch states a customer has responded to the Stand -By fee phase out. Mr. Cooper has spoken with the Lawyer regarding the phase out and FLDWID will proceed with a public hearing in the near future. Ms. Belch reports Caselle Clarity has been installed and she is training in the mock version for now, still using Caselle Classic for normal business. September 2, 2016 Q-Box was installed into the computer programming allowing Ms. Irwin access to Quick Books for a second pair of eyes for the company. Ms. Belch has sent 3 different request to the Department of Revenue to inquire information pertaining to FLDWID account. There is 2 outstanding checks that were written to the Department of Revenue in May that have not yet been cashed. Ms. Belch is working to resolve the issue. Ms. Belch reports Mr. Cooper has contacted Ms. Deborah from the Forest Service pertaining to the permit status. Ms. Deborah states they are still working on getting availability to come out to FLDWID for permit use between Forest Service and FLDWID. Ms. Belch reports Mr. Cooper and she had an hour and half training with Mr. Nihat from Models by Toggles and both hope to give a demonstration next board meeting. Pumped water is at 2,986,379, current usage is at 2,997,521, Fire Department usage is at 4,130 and County usage is at 7,102. Ms. Belch states Elk Project is complete as of September 12, 2016.

**7. New Business**

**Discussion and Possible Decision on Phasing out Stand-By Fee**

Ms. Hume made a motion to gather all documents for the Stand-By Fee phase out and hold a public hearing in the near future. Mr. Grimmatt seconded the motion. Motion carried.

**Discussion and possible Decision on Master Plan**

No Vote Required

**Discussion and Possible Decision on Post Office Space for Renting during Winter Months**

Ms. Hume made a motion to allow Forest Lakes Post Office to rent the available space at FLDWID for the same cost as last year during the winter months. Ms. Rottier seconded the motion. Motion carried

**Items from Board to Manager**

**Items from Manager to Board Members**

Mr. St. Germain called for a motion to close the Board Meeting. Ms. Rottier made the motion. Ms. Hume seconded the motion and it carried. Meeting closed at 1:00pm.

FOREST LAKES D.W.I.D.

Minutes by:  
Amy Belch

Minutes Approved:

\_\_\_\_\_  
Lou St. Germain, Chairman

\_\_\_\_\_  
Sally Rottier, Secretary

\_\_\_\_\_  
Date