

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

October 18, 2018

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 Sally Rottier, Ray Grimmatt, and Paul Studer. Mary Hume was absent. 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 September 2018 Work Session and Board Meeting Minutes

Ms. Rottier made a motion to accept the minutes as printed. Mr. Grimmatt seconded the motion. Motion carried.

5. Treasure's Report for Final June Profit and Loss 2018

Mr. Studer reports the final number is reduced from water usage by \$3519.00 because the Caselle software that has been replaced, minus \$1.00 from credit card fee's, plus \$1.47 on local bank account interest, and plus \$1903.00 for property tax accrued in 2017-2018 fiscal year. Final wages under run by 10%. Operations slightly over run. Equipment maintenance reduced by \$7197.32 moved to capital depreciation, depreciation reduced by \$21,016.00, and \$20.45 was an administrative error. Capital outlay of \$23,500 was moved to assets, \$5250.00 was capitalized out of the Merzville Rd project, and equipment replacement included the soft starts that were capitalized. Mr. Studer states the cash carry over projected was \$604,056 and audit carry over is \$648,158.

6. Treasure's Report for the Closing Financials for Fiscal Year 2017-2018 – from CPA

Mr. Studer reports FLDWID assets total 3,531,989.00.

7. Treasure's Report on Profit and Loss for July, August and September 2018-2019

Mr. Studer reports July 2018 profit and loss service income is 10.34%, payroll is 6.69%, and operations is 11.91% with the correction to depreciation schedule. Depreciation schedule was reduced by 14% and confirmed with CPA. Mr. Studer states August 2018 service income is 19.02%, payroll is 15.92%, operations is 22.33%, and travel is 33.58%. Mr. Studer reports September 2018 service income is 51.25%, payroll is 21.17%, operations is 30.28%, travel is 43.35% and nothing in capital outlay. Ms. Rottier made a motion to accept the June, July, August, and September treasures report as presented. Mr. Grimmatt seconded the motion. Motion carried.

8. On-Site Manager's Report for July 2018

Mr. Cooper reports 890 customer's and delinquents are \$399.46 with no customer issues. I have implemented some changes to the daily operations when it comes to tracking invoices, work orders, and inventory. Every work order will have a number attached to it and therefor every invoice will have the same number for categorizing line items properly. That number will get reported into quick books so when closing the financials every item is categorized correctly. Email billing has increased slightly since Ms. Belch added the note at the bottom of the invoice trying to get more people signed up. Ms. Belch has been working to add the fiscal years accounts payables to USB stick by the year. FLDWID has \$231.86 in total rewards. Mr. Cooper stated he has turned in the APS rebate for the Post Office Well and is waiting to hear back from them. Mr. Brimhall assistant is working to find the signed contracts for the easements in Forest Lakes Estates. Mr. Cooper spoke with

Ms. Deborah Rozniovak about the USDA permits for the Forest Service. Ms. Rozniovak states keep paying the permit fees and the Forest Service will treat them as an active permit. Mr. Cooper reports pumped water 4,198,114, customer metered water 4,006,047, water in storage at the time of billing, 60,000, leaks at 10,000, and unaccountable water 122,067 gallons.

9. New Business

Discussion and Possible Decision on Credit Card Fee's

No action required

Discussion and Possible Decision on Operation Review

No action required

Manager to Board

Board to Manager

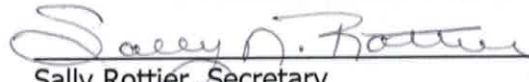
Mr. St. Germain called for a motion to close the Board Meeting. Ms. Rottier made the motion. Mr. Studer seconded the motion and it carried. Meeting closed at 11:35 am.

FOREST LAKES D.W.I.D.

Minutes by:
Amy Belch



Lou St. Germain, Chairman of the Board



Sally Rottier, Secretary

11-15-2018
Date