

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

April 16, 2020

The Regular Meeting was called to order by Chairman Mr. St. Germain via Telecomm at 11:08 am. Board Members present via telecom Sally Rottier, Mary Hume, and Paul Studer. Staff member present was Grant Cooper and Amy Belch. Ray Grimmatt absent.

**1. Call Meeting to Order**

**2. Pledge of Allegiance**

**3. Call to the Public – Via Telecomm**

No Public

**4. Reading of February 2020 Work Session and Board Meeting Minutes**

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

**5. Treasure's Report for March 2020 and February and March 2020 Bank Balance and Cash Flow Report**

Mr. Studer reports property tax up 12k, total income up 5%, operations over 2%, wages under 2%, taxes 76.14%, travel is 39.59%, capital outlay was moved to fixed assets and \$98K is ear marked for the completion of the construction. Mr. Studer states property tax is estimated to be under by 8k. Equipment maintenance over ran by the unforeseen repairs to the work vehicle. Cash flow and bank balance matching at 662,482.00 up \$5k from last month's total. Ms. Rottier made a motion to except the treasure report for February and March as presented. Ms. Hume seconded the motion.

**6. On-Site Manager's Report for February and March 2020**

Mr. Cooper reports in February delinquents totaled \$555.79. Total credit card rewards point total \$1795.76. Pumped water 1,419,338, customer metered 1,385,684, and unaccountable totaled 33k average for the month is 3.5% and for the fiscal year totaled 3.96%.

Mr. Cooper reports for March \$555.24 in delinquents with no customer issues. Email billing is 237 customers. Credit card rewards total \$1827.35. Ms. Belch and I have been attending webinar conferences Wednesdays with Coconino County and Fridays with National Bank of Arizona. Coconino County assures FLDWID money is safe, their portfolio is stable, and if entities should need a loan from the county, they are offering 0% interest. Mr. Cooper had a meeting in March with Mr. Brimhall from Painted Sky Engineering, and Mr. Guelpa from the bonding company. Mr. Guelpa stated in the meeting, I have been advised that the weather continues to make further work on the project impossible (and that more snow is expected in the coming week). We are in the process of firming up a plan for completion and are taking steps to confirm the viability of the plan. We hope to have a concrete plan and schedule to you by the end of next week. Mr. Cooper states with no follow through from Mr. Guelpa. Mr. Cooper instructed Mr. Brimhall to send a letter to Mr. Guelpa requesting a plan prior to April 15, 2020 by 5:00 pm. On April 15, 2020 Mr. Cooper received an email from Mr. Guelpa stating that Mr. Versage was supposed to meet with Western Grade LLC. but do to weather conditions got pushed back. Mr. Guelpa also stated once Mr. Versage and Western Grade met and he had the details he would communicate that with Mr. Brimhall and I. Mr. Hancock from Hancock-Leavitt has been made aware of the communication between all parties involved. Mr. Cooper reports ACIC (American Contractors Indemnity Company) would be the project manager and Western Grade, LLC would complete the work under close supervision. Mr. Studer suggest to Mr. Cooper 1) Understand ACIC qualifications and 2) complete the permits for Coconino County. Mr. St. Germain suggest contacting Mr. Brown from Brown and Brown Law Office. All board members present agreed with Mr. St. Germain and Mr. Studer.

Mr. Cooper reports the office has been closed to the public and all employees are practicing social distancing in the office with washing hands often, hand sanitizer, and each employee has a badge to wear.

Pumped water totaled 1,362,922, customers metered 1,103,500, leak totaled 170,000, and unaccountable water totaled 89,422. Unaccountable water average for the month 6.56% and 3.86% for the fiscal year.

**Manager to Board**

**Board to Manager**

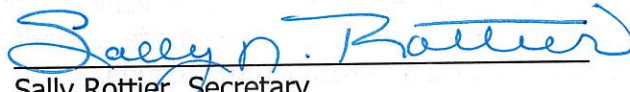
Mr. Studer suggest adding Master Plan to next meeting to review page 12.

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 11:55 am.

FOREST LAKES D.W.I.D.

Minutes by:  
Amy Belch

  
\_\_\_\_\_  
Lou St. Germain, Chairman of the Board

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

5-21-2020  
\_\_\_\_\_  
Date