

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT
WORK SESSION
January 16, 2020**

The Forest Lakes DWID Work Session was called to order by Chairman Lou St. Germain 10:00 am at The Water District Office. Present were Board Members: Ray Grimmett, Sally Rottier, and Paul Studer. Staff member present was Grant Cooper and Amy Belch. Mary Hume present via Telecomm.

1. Review and Discussion of Internal Policies and Procedures

Mr. Studer suggest removing from page 1, the last sentence from number 1 and removing the words "for further action" on number 2. Ms. Rottier references page 2, number 4 changing the wording to DWID Employee. Ms. Rottier suggest on page 5 to page 8, correct the numbering and adding hire date to number 3. Ms. Rottier suggest changing the wording on page 6, change the wording from "year thereafter" to "calendar year".

2. Review and Discussion of Rules and Regulations

Ms. Rottier suggest changing the wording "utility Operations Manager" to "The DWID Operations Manager" on page 1, section D. On page 3, article 3, section A correcting on to in. On p-age 5, article 7 heading title to be corrected by adding a s to duties. Ms. Rottier recommends correcting the letters on page 12 and 13. Mr. Studer recommends on page 15, section 3, letter A adding email billing after "rendered monthly".

3. Review and Discussion of Emergency Plan

Mr. Cooper suggested on page 2, section 1.2, paragraph 1 update the number of customers and change the wording to 2-inch metered customers to 9. Totaling 892. Mr. Cooper references page 8, the Blue stake is now 811 or az811.com and available 24 hours a day. Page 10, Jim Water Truck Service to remove from the page. Mr. St. Germain suggest removing the last paragraph from page 14.

4. Review and Discussion of Capital Equipment Updates

Mr. Cooper reports the pickup condition has changed from excellent to good and rhino is spelled wrong. Mr. St. Germain suggest remove the notes from the bottom of the document.

5. Review and Discussion of Master Plan Review

Mr. Studer suggest moving Master Plan document along with the Fee Charge document to the next board meeting.

Mr. St. Germain Closed meeting at 11:10 am.

Forest Lakes DWID
Minutes By: Amy Belch



Lou St. Germain, Chairman of the Board



Sally Rottier, Secretary

Date