

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT
WORK SESSION
January 21, 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: Paul Studer, Present Via Telecomm Mary Hume. Staff member present Grant Cooper and Amy Belch.

1. Discussion with Mr. Scott Moody from Smart Systems on Sparklight Fiber Optic and Firewall

Mr. Moody states there are 2 quotes and 1 estimate to refer to in the Board Members packet. Estimate is for a refurbished firewall with a 2-year agreement totaling \$2432.11 and quote for the installation is \$1500.00. The other quote is for a new firewall with a 3-year agreement totaling \$3842.75 and the quote for installation is the same at \$1500.00. Mr. Studer would like a quote for a 5-year contract and the service agreement contract. Mr. Moody will email Ms. Belch with the 5-year agreement and service agreement. Mr. Moody states the cost is not so much for the firewall itself but for the service agreement.

2. Discussion and Review of Credit Card Fees, Delinquent Fees, and Transfer Fees

Mr. Cooper reports FLDWID is losing \$1000.00 a year in credit card fees. Ms. Belch provides a spreadsheet for credit card fees, delinquents, and transfer fees for Board Members to refer to. Mr. Cooper recommends 3% for every credit card transaction. Mr. Cooper states that will cover the fees and not a money maker for FLDWID. Mr. Studer recommends 2% for every transaction.

Mr. Cooper states the delinquent fee should read "late fee" and that will be changed. Mr. Studer recommends \$2.00 late fee on residential. Ms. Hume suggest a \$3.00 late fee and 3% on credit card fees. Mr. St. Germain states FLDWID does not need to raise the late fee to \$5.00 for residential customers.

Mr. Cooper recommend changing the transfer fee to \$50.00. Mr. Studer recommends changing it to \$100.00 dollars.

3. Discussion and Review of Internal Policy and Procedures

Mr. Cooper refers to page 5 in the Policies and Procedures for FLDWID. Top paragraph states full-time employees 30 hours for Arizona State Retirement and in paragraph 6 it states full time employee for health insurance 40 hours. Mr. St. Germain suggest changing the wording to full-time employee under the Arizona State Retirement and paragraph 6, full time employees working 40 hours for health benefits.

4. Discussion and Review of Rules and Regulations

Mr. St. Germain recommends tabling 4, 5, and 6 because of the time.

5. Discussion and Review of FLDWID Emergency Plan

6. Discussion and Review of Removing Board Members from National Bank of Arizona and Warrant Account

7. Discussion and Review of The Little Colorado River Coalition

Mr. St. Germain explained to the Board Members, that Mr. Cooper and Mr. David Brown from Brown and Brown Law had a conversation the other day after Mr. Brown received Ms. Belch's email. Mr. Brown explained FLDWID could not exit the LCR Coalition during trial. Mr. St. Germain would like the FLDWID Board members to give him permission explore options with the Coconino County Attorney General.

Mr. St. Germain Closed meeting at 11:20 am.

Forest Lakes DWID
Minutes By: Amy Belch



Lou St. Germain, Chairman of the Board



Paul Studer, Treasure



Date