

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT**  
**WORK SESSION**  
**October 17, 2024**

The Forest Lakes DWID Work Session called to order by Chairman Gary Richardson at 10:00 am at The Water District Office. Present were Board Member: Joe Taylor, Lou St. Germain, Pat Murphy, and Dan Parks. Staff member present Amy Belch. Mr. Cooper absent.

**1. Discussion and Review of Quarterly Board Meetings through Winter**

Mr. Richardson reminded the board members if anything is added to the agenda to please run by him for approval. Mr. Richardson would like to document who is requesting each agenda item. Mr. Taylor suggests a quarterly board meeting through the winter. Mr. Parks suggests meeting every month but has leeway for the weather. Mr. Richardson suggests having a treasure report for the month at the quarterly meetings. Mr. Richardson suggested no meetings in December, February, and March.

**2. Discussion and Review of Engineering for Bailey and Wildcat Projects**

Bailey and Wildcat project scope have been turned over to the engineer, Doug Brimhall. FLDWID has not received any pricing back. Mr. Taylor suggests having a special meeting or via email meeting like he did with the purchase of the truck to approve the engineer's proposal.

**3. Discussion and Review of Storage Building for Project Materials**

Mr. Cooper is working with Southwest Building supply on quote and lead times for material, reports Ms. Belch.

**4. Discussion and Review of Hiring Staff for FLDWID**

Mr. St. Germain suggests hiring Apache Underground for outside work that Mr. Cooper and Mr. Morehead cannot tackle themselves or emergencies purposes. Mr. Richardson suggests in a year reevaluating the need for outside help. It was suggested that Mr. Cooper bring a proposal to the board for them to review at the next board meeting for office staffing help. Mr. Richardsons recommends day and hourly wages be apart of the proposal.

**5. Discussion and Review of Treasures Report Details**

Mr. Taylor asked other board members what they want to see in the treasures report. Mr. Taylor states a lot of busy work is put into treasures report. Mr. Parks stated the over / under and balance sheet is a great summary of finances. Mr. Taylor would also like to suggest moving the Master Plan discussion and approval to the October meetings moving forward. Mr. Taylor had Ms. Irwin move the depreciation out of operations and Ms. Belch move LCR monies to the LCR fund account. Ms. Belch reports Ms. Irwin is hoping to complete the Depreciation and 2022-2023 financials this week.

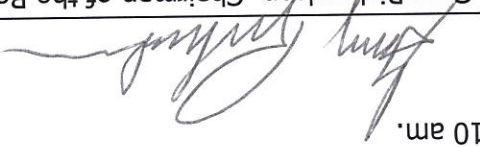
**6. Discussion and Review of District Communication**

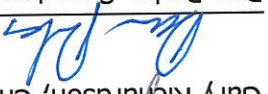
Mr. Parks suggests a fall newsletter and update the website. Mr. Parks would like to work with Ms. Belch and have the board give directions after Mr. Coopers approval. Mr. Richardson states having copies of the newsletter at the counter. Mr. Taylor referred to Mr. Parks preliminary newsletter, the FLDWID Board are not managers per the A.R.S. needs to be changed to board members.

**7. Discussion and Review of Updates on Grants and webinar**

Mr. Parks reports he found 2-3 grant finders and writers; Mr. John Nelson is not the grant finder. The W.I.F.A grant process is in May and a decision to be made in summer and another decision in the fall. Mr. Parks states as of right now we have 5-6 months to get an application in. Mr. Parks states grant finders are about two thousand to three thousand dollars. There are also grants for meters in the way of water conservation grants. Mr. Parks recommends spending the money on a grant finder that works in that field. Once the board finds a grant, FLDWID could spend about three thousand dollars for them to write the grant. Mr. Parks reports on the W.I.F.A sight there is a presentation on grants. Mr. Taylor is ok with looking for grants that are not a low interest loan or have to pay any money. Mr. Richardson states he is on the same page as Mr. Taylor. A grant that is not a low interest or not for paying anything back. Mr. Parks would like to work with Mr. Richardson on grants. Mr. Richardson accepted the task. Ms. Belch reported that W.I.F.A has regular board meetings monthly on zoom that involve grant topics and are open to the public.

Mr. Gary Richardson closed the meeting at 11:10 am.  
Forest Lakes DWID  
Minutes By: Amy Belch

  
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 Gary Richardson, Chairman of the Board

  
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 Dan Parks, Secretary

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 Date 11/21/24