

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT  
WORK SESSION  
November 19, 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: Mary Hume, Paul Studer, and Bryan Hawk. Present Via Telecomm Sally Rottier. Staff member present Grant Cooper and Amy Belch.

**1. Discussion of Final Audit from Stephanie Irwin, CPA for Forest Lakes Domestic Water Improvement District**

Ms. Belch reports no adjustments made in service income. Adjustment made to construction in progress in the amount of \$3982.50 moved to capitalized projects. Construction in progress moved to completed project of \$614,790.90. Wages adjusted to reflect updated calculation as of year-end. Depreciation adjusted for new assets in service. Refund payment from fica contribution of \$3638.62 adjusted to reflect in fiscal year 2019-2020.

**2. Discussion of Adding Bryan Hawk to Coconino County Bank Account and National Bank of Arizona Account as a Signer**

Mr. Cooper explained to Mr. Hawk that there are 2 signers on checks, after checks have been approved by Mr. Cooper. Mr. Hawk agrees to being a signer on Coconino County Warrant and National Bank of Arizona. Ms. Belch will send signed minutes to Coconino County next month and get signature card. Mr. Cooper recommends Ms. Belch update signature card at both banks.

**3. Discussion and Review of Master Plan**

Mr. Studer recommends in the Master Plan on page 3, paragraph 3 to change to FLDWID testing hydrants instead of FLFD. Mr. Cooper states on page 4, top graph to delete September and March for review of Master Plan and recommends doing the same on page 15. On page 5, Mr. Cooper states the number of customer's is 891 in paragraph 6. Changing the hydrants to 135 also on page 5. Mr. Cooper reports on page 9, paragraph 2 main line valves total 191 and hydrant valves total 131. Mr. Studer suggest on page 12, review the wording and timeline inside the description of maintain appropriate financial management and reporting. In that also change the wording from annual audit to financial review from CPA.

Mr. Studer recommends the same for page 15. Mr. Cooper and Mr. Studer recommend on page 17, for fiscal year 2020-2021 objective, engineering and upgrade water lines for Highway 260 main line at Mule Springs. For fiscal year 2021-2022 objective, engineering for undersize water lines at Wildcat Rd and Ryan Ranch Loop. For fiscal year 2022-2023 objective, upgrade undersized water lines and replace meter setters from Wildcat Rd and Ryan Ranch Loop. For fiscal year 2023-2024 objective, engineering for undersized water lines for Sheep Springs and Bailey Drive. For fiscal year 2024-2025 objective, upgrade undersized water lines and meter setters for Sheep Springs and Bailey Drive.

**4. Discussion and Review of Fiber Optic Cost**

Mr. Cooper and Mr. Rodriguez have been working with Scott Moody from Smart System on the fiber optic line from Sparklight. Mr. Cooper suggest installing the fiber optic to FLDWID during the winter months and upgrading the fire wall at the same time. Mr. Cooper states 60-month contract for 25 bandwidths, 3 unlimited FXS lines at \$26 and \$272 for dedicated internet totaling \$350 plus tax. No installation cost from Sparklight with a 60-month contract. Smart Systems quote is estimated \$1500.00 with out firewall upgrade. Mr. Studer recommend getting the break down from Smart System for installation cost. Mr. Studer suggest looking into any changes with Sparklight how it would affect contract. Mr. Hawk suggest 50 band with voiceover IP and cost detail. Mr. Hawk suggest having Judy Nelson send out email blast prior to change of phone number for FLDWID. Mr. St. Germain suggest adding phone number change to bottom of the billing statement. Mr. Cooper will get more details on pricing, phone number change, contract changes and email FLDWID Board Members once he has all the answers.

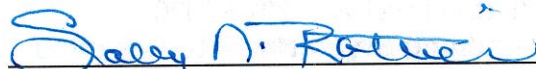
**5. Discussion of Holiday Party VS Holiday Bonus**

Ms. Rottier suggest FLDWID not sponsoring a Holiday Party with the COVID-19 numbers increasing.  
Mr. Studer recommends changing the wording of a Holiday Party to Christmas Party.

Mr. St. Germain Closed meeting at 11:15 am.

Forest Lakes DWID  
Minutes By: Amy Belch

  
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Lou St. Germain, Chairman of the Board

  
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Sally Rottier, Secretary

12-17-2020  
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Date