

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT
WORK SESSION
December 14, 2023**

The Forest Lakes DWID Work Session called to order by Chairman Joe Taylor at 10:00 am at The Water District Office. Present were Board Member: Gary Richardson, Bryan Hawk, and Lou St. Germain. Mary Hume via telecom. Staff member present Grant Cooper. Ms. Belch was absent.

1. Discussion and Review of Annual Report for FLDWID

Mr. Taylor reports he has done some research and FLDWID is not required to release an annual report. So, his suggestion going into the regular board meeting is to table the annual report and maybe just put out financials and what has been achieved and what FLDWID is working on for future projects. Mt. St. Germain suggest the CPA financials could be released with achievements and future projects. Mr. Richardson suggests putting it on the website.

2. Discussion and Review of Bryan Hawk Resignation

Mr. Hawk states he is stepping down for 2 reasons. He feels Mr. Parks is better qualified for FLDWID Board and he has no coverage at the library for the next six months. Mr. Hawk thanked the FLDWID board for their time. Mr. Taylor thanked Mr. Hawk for his time and comment to the FLDWID Board.

3. Discussion and Review of Dan Parks to FLDWID Board

Mr. Taylor would like to appoint Dan Parks to the FLDWID Board. Mr. Taylor reminds the board that there was a tie between him and Mr. Richardson. Mr. Parks has been actively showing interest and showing up for meetings. Mr. Parks is interested in joining the FLDWID Board. Mr. Taylor, suggest Mr. Parks step in to fill Mr. Hawk position.

4. Discussion and Review of Acknowledgement of Operations and Customer Service from FLDWID Employees

Mr. Taylor states it's that time of year when we recognize our FLDWID employees for their achievements and customer service. Mr. Taylor points out the water specialist response to emergencies and Ms. Belch's time navigating the new accounts with Coconino County. Mr. St. Germain and Mr. Richardson are all for Holiday bonus for the employees. Mr. Richardson states good employees and happy employees are the best ones to have. Mr. Taylor suggests \$4000.00, same as last year and Mr. Cooper can divide as he sees fit. Mr. St. Germain vote is to keep it at \$4000.00 as well.

5. Discussion and Review of Sheep Springs Project Financials

Mr. Cooper reports the first line is the budget of \$417,052.00 for the Sheep Springs Project. The following lines you see the engineering at \$21921.00 but only paid \$4485.40 because we have not been invoiced for the remainder of the cost. ADEQ is paid in full of a total of \$900.00. Rental equipment totaled \$3881.00 and is also paid in full. Parts totaled \$102,880.90 and are paid in full. Apache Underground and Excavating is paid in full at \$185,203.90. The total project is \$320,762.70 and budget was \$417,052.00 with an outstanding of \$12k for engineering. The outcome is FLDWID came in under budget at \$66,000.00.

6. Discussion and Review of New FLDWID Pamphlet

Mr. Taylor said the pamphlet will be for new customers to the water district. FLDWID will come up with ideas to add to the pamphlet, but Mr. Taylor would like to go over all the options for customers to pay and simplify it a little more. Mr. Taylor suggest putting in the fee schedule and refer to website for the rules and regulations, policies and procedures emergency plan, and master plan. Mr. Taylor will draft one up for the next board meeting.

7. Discussion and Review of Rules and Regulations for FLDWID

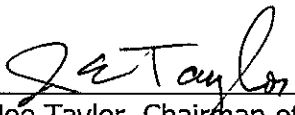
Please review the following Rules and Regulations, Policies and Procedures, Master Plan, and Emergency Plan before next meeting and add what you think should be changed, added, or even deleted from the documents and FLDWID will review next board meeting.

8. Discussion and Review of Policies and Procedures for FLDWID

9. Discussion and Review of Master Plan for FLDWID

10. Discussion and Review of Emergency Plan for FLDWID

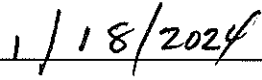
Mr. Joe Taylor closed the meeting at 10:58 am.
Forest Lakes DWID
Minutes By: Amy Belch



Joe Taylor, Chairman of the Board



Lou St. Germain, Member at Large



Date