

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT
WORK SESSION
April 21, 2022**

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 Members: Bryan Hawk, Joe Taylor, and Paul Studer. Ms. Mary Hume was absent. Staff member present Grant Cooper and Amy Belch.

1. Discussion and Review of Opening a JP Morgan Account with Coconino County, Opening County Operations Account, and Value Payment System for Credit Card Payment

Ms. Belch presents to the FLDWID Board about opening bank accounts with Coconino County through JP Morgan. One for Operations and one for credit card payments. Coconino County uses Value Payment System for credit card payments. FLDWID will be keeping our existing county warrant account that collects the property tax money and interest. The J.P Morgan operations account will be for day-to-day use, such as receiving payments by check and writing checks for operations. The Coconino County suggest having a separate account for our credit card payments. The only cost to FLDWID is the credit card fee which is passed on to the customer. If FLDWID board makes the decision to switch to Coconino County accounts for daily operations in a fiscal year the savings could be over \$5k. Budgeted bank expense in current fiscal year is \$5700.00. Coconino County Treasures office states that FLDWID could be fully switched over before July 1st.

2. Discussion and Review of Smart Systems on Smart Systems Quote for New Laptops

Mr. Cooper presents to the FLDWID Board about the Quote from Smart Systems on the two office laptops. The current laptops are 8 years old. Ms. Belch continues to have sporadic issues. Quote # 3712 totals \$8318.20 for 5760 Dell Precision workstation, Intel i5- 11th gen, 16GB NVME SSD, 17" screen, Thunderbolt dock, Microsoft Bluetooth compact keyboard/mouse combo and LG 24" monitor. Quote # 3714 totals \$2854.67 for Dell PowerEdge Server and Microsoft windows server 2022. Quote # 3718 totals \$1800.00 for Onsite commercial labor. A total of \$12,972.87. Mr. Hawk reviewed quotes and found them adequate for the office. Mr. Hawks only recommendation is to have an extra plug in for the house when employees are working from home.

3. Discuss and Review of Policies and Procedures

Mr. Studer said he is impressed by Mr. Cooper and Ms. Belch for the continuous was of finding ways to the save the district money. Mr. Studer suggest removing "suggestion Program" from page 2, paragraph one of the policies and procedures handbook because the current employees are always looking to save the district money. Mr. St. Germain suggest keeping for future employees. Mr. Hawk suggest changing page 5, number 1, of the Arizona State Retirement System to match the current percentage rate of ASRS. Mr. Studer suggest on page 6, number 4, changing vacation time to sick leave. Mr. Studer suggest on page 7, number 6, to remove "qualified employee" and replace it with "company", for the floating holidays.

4. Discussion and Review of FLDWID Emergency plan

Mr. Studer suggest sending FLFD a report on number of hydrants, size of water pipe going to hydrant, pressure to hydrants. Mr. Taylor states he will contact Chief Rodriguez to find current regulations. Mr. Studer states the water district has an obligation to the fire department on hydrants. Mr. Cooper recommends on page 5, 2.2 FLDWID Board numbers need updating and office numbers. Mr. Studer is happy to recommend deleting Frontier Communication and add Sparklight to the document. Mr. St. Germain recommends on page A-4 update FLDWID Board Member positions.

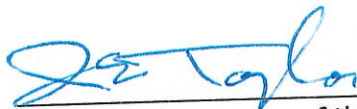
5. Discussion and Review of Sheep Springs Project Parts List

Mr. Cooper states there are 3-pages for Sheep Springs Part list. First page is with C-900 pipe that is currently in use totaling \$84,328 for budgeting purposes as of April 1, 2022. Parts have a lead time of 16-20 weeks. Second page is with HDPE pipe. Mr. Cooper reports after researching who is using the HDPE pipe at water districts, he did not find one water district in Northern Arizona. He did however find St. Johns Sanitary District is currently installing the HDPE pipe for non-drinking water. The total for HDPE pipe and parts total \$64,840. Mr. Cooper states the difference between C-900 cost and HDPE pipe is \$19,183. Mr. Cooper also states 50 percent of the water districts upgrades are in C-900 pipe and his recommendation to the board is to keep it uniform for the remaining 50 percent of the upgrades to be complete and stay with the C-900 pipe. Mr. Cooper has the experience with the C-900 pipe and the confidence to recommend the C-900 pipe and nothing to back the HDPE piping currently.

6. Discussion and Review of St. Joe Well Upgrade

Mr. Cooper presents two different quotes to FLDWID Board. First quote is with KP Ventures Well Drilling and Pump Co., LLC. and Hose Solution Inc. First quote totals \$66,053.97. The Boreline Hose would be installed with Hose Solutions. Second quote is with KP Adventure only totaling \$63,268.39 and would install Galvanized Column Pipe. Mr. St. Germain suggest calling Hose Solution and request a price reduction on the Boreline Hose. Mr. Cooper states scrubbing of the Well in 2015 cost \$22,404.00. Mr. Cooper requested from the Board \$100,000.00 for installation and scrubbing of Well if needed. Mr. Studer agreed to the \$100,000.00 for St. Joe Well. Mr. Cooper suggest using Boreline Hose and keep all Wells uniform.

Mr. Taylor Closed meeting at 11:22 am.
Forest Lakes DWID
Minutes By: Amy Belch



Joe Taylor, Chairman of the Board



Bryan Hawk, Secretary

19 May 2022

Date