

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT
WORK SESSION**

January 21, 2016

The Forest Lakes DWID Work Session was called to order by Chairman Lou St. Germain at 10:00 am at The Water District Office. Present were Board Members: Paul Studer, Sally Rottier, and Ray Grimmatt. Staff Members present were Grant Cooper and Amy Belch. Ms. Hume was absent.

1. Discussion Of Capital Equipment and Snow Well Project

Mr. Cooper reports Snow Well project totaled \$73,643.66. Total on Invoice #3640 totaled \$30,015.53, Invoice # 3641 totaled \$7,631.75, Invoice # 3642 totaled \$25,700.88 and Invoice #66746 totaled \$10295.50. Mr. Cooper states on capital equipment that all equipment that is in excellent condition is pick-up truck, tractor, mule, and the generator is new. Equipment in Good condition is pumps and boosters. Mr. Cooper reports dump truck in moderate condition. Mr. Grimmatt questioned if it was road worthy. Mr. Cooper stated it is fine for inside F.L. subdivision.

2. Discussion of Construction Equipment

Mr. Cooper states he had to rent steel plates for the Rim Road pipe break. Mr. Cooper believes it would be best for F.L.D.W.I.D to invest in Steel Plates. Mr. Cooper suggest buying 4- 6X10 plates. Mr. Studer suggest 3 Steel Plates. Mr. St. Germain Suggest 2- 6X10 Steel Plates and calling Smith Pipe and Steel for quotes. Mr. St. Germain suggest calling around for lowest price on Steel Plates.

3. Discussion of Health Plans for Employees

Mr. Studer was told by Ms. Irwin F.L.D.W.I.D can no longer pay employee's health insurance straight to the insurance companies. Ms. Irwin informed Mr. Studer that F.L.D.W.I.D can pay employees' the amount of insurance on their payroll but cannot legally tell employees to pay for health insurance. Mr. Studer reports Mr. Cooper's current insurance is \$922.77 a month and Mr. Morehead's current insurance is \$1079.00 a month. Mr. Studer has looked into the Affordable Health Care Insurance policy and the Affordable Health Care Act policy that is comparable for both full-time employee's is the Silver Plan. Silver plan for Mr. Cooper would cost \$811.00 a month and Mr. Moreheads would cost \$685.00 a month. Ms. Irwin is going to contact Mr. Studer to see what wages F.L.D.W.I.D would have to pay both employees to cover their taxes (i.e. F.I.C.A., State, and Federal). Mr. Studer suggest paying Health Insurance through payroll and look into health care plans over the next 6 months. Mr. Studer request when paying health insurance through payroll to code it correctly on the budget; Side note Profit and Loss will become over budget for fiscal year 2015-2016 on Payroll and Health Insurance will remain the same for the last 6 months of the fiscal year 2015-2016. Mr. Studer suggest that as a Board, F.L.D.W.I.D cover Mr. Cooper's health insurance and Mr. Morehead's Insurance along with the F.I.C.A, Federal, and State tax up to the cost of the Silver Plan provided by the Affordable Health Care Act. Mr. Studer suggest family members of employee's will no longer be covered for vision and dental. Ms. Rottier states its law and F.L.D.W.I.D has to comply. Mr. Studer suggest the Health Insurance get paid on the first check of the month.

4. Discussion of Audit Report and Financial Signer

Mr. Studer suggest he and Mr. Cooper be signers on the Audit report for Financial Signers. Mr. Cooper agreed with Mr. Studer.

5. Discussion of Rules and Regulations

Mr. Grimmatt Suggest on Pg. 1, Article I, Item A be pertaining to Abusive Water Use be totally removed from Rules and Regulations. Ms. Rottier stated on Pg. 15, Paragraph 1, needs to be numbered 3. Mr. St. Germain suggested #3 Delinquent Accounts at the end of paragraph should read, Manager can work a term agreement with the parcel owner on the rears owed to F.L.D.W.I.D. Ms. Rottier suggest on Pg. 20 dates be properly changed to the day F.L.D.W.I.D adopted the new changes to the Rules and Regulations.

6. Discussion of Policy and Procedures

Mr. St. Germain suggest on Pg. 2 paragraph 6 it read; Operations manager can terminate employee for cause and remove 3/5 approval of the board. Mr. Studer suggest changing Pg. 3, paragraph 7, adding Operation

Manager or designee on call to be within 2 hours of Forest Lakes for emergency call. Mr. Studer suggest Pg. 4, Paragraph 1, remove: when lodging is shared with an individual not on F.L.D.W.I.D business (i.e. a spouse) reimbursement will not exceed the single room rate. Ms. Rottier suggest on Pg. 4, paragraph F. remove: not more than 80% of the cost and read for total cost of travel expenses necessary to attend the event. Mr. Studer suggest Pg. 5, line item 1 Health Insurance to read: Fulltime employees, after 90 working days will receive medical for employee and employees spouse and children. Employees will receive vision and dental coverage. Employee spouse and children will not receive vision and dental coverage from F.L.D.W.I.D. Mr. Studer suggest paying employee's medical through payroll not to exceed the cost of the Affordable Health Care Silver Plan.

Mr. Lou St. Germain Closed meeting at 12:05pm.

Forest Lakes DWID
Minutes by: Amy Belch
Minutes approved: FLDWID

Lou St. Germain, Chairman

Sally Rottier, Secretary

Date