

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

December 11, 2014

The Forest Lakes DWID Work Session was called to order by Chairman Lou St. Germain at 10:05 AM at The Water District Office. Present were Board Members: Mary Hume, Paul Studer, Robert Hunter, and Barb Purtymun. Staff Members present were Grant Cooper, Cheryl Kight and Amy Belch.

## **1. Discussion Of The School District Plowing the Parking Lot**

Mr. Cooper reports that library cannot find anyone to remove snow. The Library has purchased a snow blower and Mr. Plantholt will operate the snow blower. Ms. Angela has approached Mr. Cooper a couple times to see if the Water District would be able to assist in this project. Mr. Cooper brought it to the board members of the water district for a decision. Ms. Angela asked Mr. Cooper in an emergency if they could at least knock the burns down. Mr. Cooper reported that the work would take up to 30 minutes at the most. Mr. St. Germain stated he would like to be released from all liability if we commit to removing the snow. Mr. Studer would like Ms. Angela to look into the medical coverage for who removes snow. Mr. Cooper stated if a decision was made on snow removal he really did not want be first call. Ms. Hume would like Mr. Cooper to check with the Fire Department first, to see if they would be willing to be first call, if they were willing to do it at all. The Forest Lakes Water District board members would also like to know if Fire Department does not want to do the snow removal, why. Mr. Cooper made a suggestion that some of our board members to get together with the Fire Department board members and come up with a plan for the snow removal at the library. Mr. Studer recommends that we contact Mr. Hancock and the Attorney for the liabilities on the Forest Lakes Water District Employees. Ms. Hume states if the fire department is not interested in the removal of the snow maybe they already have legal advice for us and we would not have to contact the Attorney and the water district could save some money. Mr. Studer said we could bring it to a vote in the regular business meeting and let Mr. Cooper make the decision.

## **2. Discussion of Arizona State Retirement Program**

Mr. Cooper has spoken to all employees of the Forest Lakes Water District and every employee is interested in the Arizona State Retirement Program. Mr. Studer reports that when the Arizona Retirement Program is approved for the employee's, all employee's working 20 hours or more will have to contribute 12% of their pay. The Arizona retirement Program reports once the water district enrolls in the program as a district we will remain in the program forever. Ms. Kight states that we can revise are requirements when hiring new full time employees at the water district. It will be mandatory to enroll in the Arizona Retirement Program as a new employee of the water district. Mr. Studer reports it could take up to a year but he will be down in the valley and will get all the applications for the process. Ms. Hume asked Mr. Studer why a year. Mr. Studer responded by saying it's the government. Mr. Cooper said it is well worth it. Mr. Studer reports that you can still contribute to IRA but the water district will no longer match the 3% once the Arizona Retirement Program is approved. Mr. Studer reports that once the water district is approved, the Arizona Retirement Program will set up an account, set up an account on the computer, and we can maintain everything on the website. Mr. Studer will bring the paper work in to water district next week and all employee's that qualify can fill out paper work and Mr. Studer will start the process in January.

## **3. Discussion of Operation Review**

Mr. Studer asked what the progress was on Ms. Belch training. Mr. Cooper responded that he would like Ms. Belch to do the end of the month reads without Ms. Kight being present. Ms. Kight reported that Ms. Belch has updated customer files and changed the information in the computer. Ms. Belch stated she has performed data entry, utility billing, filing, delinquent notices, and minutes. Ms. Belch is getting comfortable with Caselle, Connect, and QuickBooks. Mr. Studer asked what the status is on the manual and/or procedure book. Ms. Kight reports it is complete just needs to be put in order and then we will transfer into the book. Mr. Cooper reports that once we update the new program Ms. Belch and Ms. Kight will have a

new system to learn. Ms. Hume asked Mr. Cooper the status on Mr. Wilson since he is hired for summer help and we are in the beginning of winter. Mr. Cooper reported that Mr. Wilson is here until the end of December. Mr. Cooper also went on to state that Mr. Wilson has passed his EMT test. Mr. Cooper also reports that Mr. Wilson has his FIRE and now EMT all at the age of 18 years old. Mr. Cooper reports that Mr. John Nelson has emailed him informing him that Mr. Oberreuter has not cooperated with Mr. Nelson on the webpage. Mr. Oberreuter is the current account owner for the Forest Lakes Water District web page. Mr. Nelson has tried multiple times to contact Mr. Oberreuter but without success. Mr. Nelson reports to Mr. Cooper that with proof of ownership of this webpage we could move forward. Gate.com is sending the required forms to be completed and returned. Mr. Cooper is upset that Mr. Oberreuter has all the passwords for the website. Mr. Cooper states also that's in the past and we will move forward with Mr. And Mrs. Nelson on the website. Mr. Cooper, Mr. Studer, and Ms. Hume agree that Mr. Oberreuter is an employee of the Forest Lakes Water District and needs to respond to telephone calls and/or emails to assist the water district in getting this website up and running as soon as possible. Mr. Cooper reports that he did get in contact with Verizon about the extra phone the water district has. Verizon Stated to Mr. Cooper to obtain a copy of the death certificate and Verizon would be willing to work with the water district. Mr. St. Germain will get with Ms. Kight and get a new chase card. Ms. Kight will have Mr. Wilson's deactivated.

#### **4. Discussion of Compensation Committee Operations Manager**

Mr. Studer under supervision of the Board Vice Chairman (on-site manager) (changed to vice chairman when chairman lived outside the area) exempt MGR must be certified in accordance with the rules of the State of Az. And hold a current certification issued by the Department of Environmental Quality in the field of water treatment and portable water distribution, equal to or above system classification. MGR is responsible for managing day to day operation of business office, distribution and pumping facilities through effective delegation; and maintain water quality. MGR shall determine priorities in the planning and coordinating needed repairs, upgrades and future facilities: and acquiring building and construction permits. MGR shall ensure that all staff are properly trained and routinely evaluated. MGR shall ensure that all reports and records are maintained and shall be responsible for oversight of all District programs. In coordination with the Administrative Assistant prepare and administer the District budget. Manager shall have a spending threshold of \$2000 per item. MGR shall have a complete annual physical examination paid for by the district. Results kept on file in the district office.

Mr. Lou St. Germain Closed meeting at 11:05 am

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

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Lou St. Germain, Chairman

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Mary Hume, Secretary

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Date