

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

December 17, 2015

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 National Convention for Best Tasting Water

Ms. Rottier reports the registration for the Convention for Best Tasting Water is \$399.00, hotel is \$299.00 a night at Hyatt Regency and airfare is estimated at \$500.00 each way. Mr. Grimmatt believes the cost to be too high to send a representative from F.L.D.W.I.D. Mr. Cooper states he has spoken with Rural Water Company and Mr. Cooper can send a sample of water to the convention with Rural Water. Mr. Grimmatt suggest send a sample in a single size cooler. Mr. Studer suggest spend a couple hundred to send the water properly and Mr. St. Germain agrees. Mr. Cooper will look into the process of sending the water with Rural Water.

2. Discussion of Employee Year End Benefits

Mr. Studer suggest to allocate a figure to Mr. Cooper to divide between employees for their performance benefits for the year 2015. Mr. Studer suggest \$1000.00. Mr. St. Germain suggest \$3000.00 for Mr. Cooper to divide between the 4 employees. Mr. Cooper states it would be based on performance review.

3. Discussion of Cell Phone for Employee's

Mr. Cooper suggest keeping landlines 535-5438 for office, 535-4781 and 535-4783 for SCADA and remove landline 535-3152, 535-5289, and 535-6828 in April when contract ends. Mr. Cooper reports the savings on landlines will total up to \$1660.92 a year. Mr. Cooper reports cell phone line 240-2359 is under contract until September 2016 and cell phone 240-2665 and 240-3763 is out of contract. Mr. Cooper suggestion to drop cell phones 240-2665 and 240-3763 would be a savings of \$2400.00 a year. Mr. Studer suggest F.L.D.W.I.D contact Ms. Irwin on dropping cell phones and look into a compensation price for use of employees personal cell phones for work usage. Mr. Studer reports F.L.D.W.I.D is still gathering data on processing credit card payments through the bank and not cell phone. Mr. Studer states once all data is collected and changes are approved F.L.D.W.I.D will have to make changes to the Policy and Procedures. Mr. Cooper reports the hardware for Forest Lakes Water Office phone system is being built and should be installed after Insurance check is received.

Mr. Lou St. Germain Closed meeting at 10:53 am.

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

Lou St. Germain, Chairman

Sally Rottier, Secretary

Date