

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

February 19, 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: Mary Hume, Paul Studer, Sally Rottier, and Barb Purtymun. Staff Members present were Grant Cooper, Cheryl Kight and Amy Belch.

1. Discussion Of Credit Card Fees

Ms. Hume reports that the credit cards are costing the water district a lot of money. Ms. Hume ask if it's even worth it financially to keep excepting credit cards. Mr. Cooper reports it cost 2.68%. Ms. Kight reports that if a customer pays \$30.14 then it's a \$1.20 and if a customer pays \$60.00 then its \$2.40 and it goes up with the increasing amounts. Ms. Kight reports some customers pay \$300.00 at a time and that is when we lose the most money. Ms. Kight spoke with Mr. Oberreuter and he did an average of \$2.50 per customer. Mr. Studer suggest that anything after \$200.00 should turn into a percentage. Mr. St. Germain suggest that we charge 3% on anything over \$60.00. Ms. Hume suggest that we put the rate changes for the credit card usage fee on the website and in the FLOA newsletter.

2. Discussion of New Mag Meters for the Wells

Ms. Cooper received and email from Mr. Dewalt on the price of the New Mag Meters. 2" Mag Meter is \$3985.10, 3" Mag Meter is \$4117.44, 4" Mag Meter is \$4269.62 and 6" Mag Meter is \$4790.60. These are the flow meters for the wells. Mr. Cooper reports we already have a flow meter on the Snow Well. The Snow Well has a 6" Mag Meter already. Ms. Hume ask what do we need for the other Wells. Mr. Cooper states the Post Office Well he could go with 2" Mag Meter, 3" Mag Meter on the Y2K Well and St. Joe Wells. Ms. Hume states that's a lot of money. Mr. Cooper reports the total to be \$ 12,219.00. Mr. Cooper states that Automation Electric has a formula to neck it down. How far they would have to dig out and how far they would have to dig past the meter. Ms. Hume ask if that would be extra charge. Mr. Cooper replies that the \$12,219.00 is just for the Mag Meters not the labor. Mr. Cooper states down at the Snow Well it has been down there for 31years and has not had any inside maintenance for the 31years. He also states that maintenance should be performed every 7 to 12 years. Mr. Cooper suggest that for our 5 year plan instead of completing a road improvement and another road improvement, we should do one road improvement and one well improvement. Mr. Cooper suggest that we do our energy audit, road improvement and St. Joe Well in one year. Ms. Hume believes there is no point in this until we have an energy audit complete. Mr. Cooper agrees with Ms. Hume on doing the energy audit prior to putting these Mag Meter's in. Mr. Cooper strongly believes the Mag Meters need to be broken down into projects with the energy audit and road improvements. Mr. Studer points out he has forwarded the papers to Mr. Cooper about each Well's inventory from when he had talk to Mr. Wilson some time back. Mr. Cooper will now update the papers that Mr. Studer sent to him. Mr. Studer states going into the next budget Mr. Cooper can update the condition of the Wells and the inventory he will need for each Well and we can put them into the budget accordingly. Ms. Hume made a suggestion to Mr. Cooper that he have a pump personnel for emergency, that way if Mr. Cooper Call that designated person they have the inventory also of each Well. Ms. Hume also suggested that Mr. Cooper have a parts list and if Mr. Cooper had to order that part how long would it take to get that part here to fix the emergency. Mr. Cooper agrees with Ms. Hume. Mr. Cooper stated that once inventory is complete at all 4 Well sites he will get that list to Beaman Drilling. Mr. Studer asked if we had any back-up equipment on hand. Mr. Cooper replied we have 2 booster pumps. Mr. St. Germain asked if the Snow Well was down. Mr. Cooper replies that is down do to check valves are bad outside the tank. Mr. Cooper states that he has a new APP on his phone now called "log me in". It is hooked into the SCADA and he receives warnings on his phone. Once he receives this message they can go to that Well and fix it. Before it would come to the office and he would have to run back and forth. Now everything is right on his phone connected to SCADA. Mr. Cooper states he got this APP a month

ago and it has helped out immensely. Mr. Cooper says with the valve on the Snow Well if he would have had this APP on his phone at the time this wouldn't of happen. Mr. Cooper says there are different parts of SCADA that he can add to the APP. Mr. Cooper's goal is not to piece meal everything together. He would like everything running together smoothly. Mr. Cooper states he will get all the data and the figures together and present them when it is complete.

3. Discussion of ASRS

Mr. Cooper states we have approved the ASRS but we did not approve the resolutions it had. Mr. Cooper states we just need to slow down and make sure we are completing this the right way. Mr. Cooper reports we have to do the resolutions in the Regular Business Meeting and approve it. Once approved Ms. Belch will type up the minutes and we will have a special board meeting next week to approve the minutes. Mr. Studer reports the resolution is stating that once we approve ASRS no future board can come in and change our commitment to the ASRS.

Mr. Lou St. Germain Closed meeting at

Forest Lakes DWID

Minutes by: Amy Belch

Minutes approved: FLDWID

Lou St. Germain, Chairman

Sally Rottier, Secretary

Date