

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT
WORK SESSION
February 20, 2020**

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

**1. Review and Discussion of Internal Policies and Procedures Rules and Regulations
Emergency Plan, and Capital Equipment Updates**

Mr. Studer suggest in the Rules and Regulations on page 3, part B, adding per diem rates set by Coconino County. Mr. Studer also recommends on page 5, section 2, adding in the event of an emergency repair Operation Manager will bring it to Board and Board Members will take appropriate action. Mr. Cooper suggest on page 14, section 2; any turn offs after November 1st should be taken out and refer to rate schedule. Mr. Studer recommends on page 14, section 4, adding to be reviewed annually.

2. Review and Discussion of Master Plan Review

Ms. Rottier suggest on page 2, section 1, replacing quarterly with twice annually. Mr. Cooper recommends on page 5, section 3, updating the number of residents. Ms. Rottier suggest on page 12, the last paragraph adding due to instead of due a. On page 14, objective 1, changing quarterly to twice annually. Mr. Studer suggest on page 16 and page 17 combining review and update water conservation program and continue to provide articles for the FLOA newsletter and change to ongoing. On page 17, review and update as required DWID emergency plan change to January.

**3. Review and Discussion on Forest Lakes Miscellaneous Usage Charges and Rate
Schedule**

Mr. Cooper suggest combining turn-off fee and turn-on. Adding the non-emergency call outs to existing businesses and remove the entire section of repair fees. Mr. Cooper states the LCR rate has been added. Ms. Rottier recommends charging .20 per copy.

4. Review and Discussion of Meeting with Stephanie Irwin on Profit and Loss

Mr. Studer reports the changes being made to the P&L report after Mr. Cooper and Ms. Belch met with Ms. Irwin, CPA. Mr. Studer also informed the Board that Ms. Belch will be adding the cash flow report to the treasures report.

Mr. St. Germain Closed meeting at 10:57 am.

Forest Lakes DWID
Minutes By: Amy Belch

Lou St. Germain, Chairman of the Board

Sally Rottier, Secretary

Date