

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

March 16, 2017

The Forest Lakes DWID Work Session was called to order by Chairman Lou St. Germain at 10:30 am at The Water District Office. Present were Board Members: Ray Grimmett and Sally Rottier. Ms. Hume and Mr. Studer were absent. Staff Members present was Grant Cooper and Amy Belch.

1. Discussion of New Software Program for Billing

Continental Utility Solutions, INC. had a meeting with Mr. Cooper and Ms. Belch March 9, 2017. Mr. Cooper reports CUSI is \$1385 a year with a start-up fee of \$13,853. FLDWID could recoup the cost in a matter of 2 years with the savings. Ms. Belch called all 4 reference that use CUSI. Ms. Belch went to Pinetop water and spoke with Ms. Carol. Ms. Carol showed Ms. Belch the ins and outs of CUSI. Ms. Belch reports the software program is more for utility companies. Mr. Cooper states CUSI will train Ms. Belch for 3 days and that is included in the start-up fee. Mr. Cooper spoke with Advanced Info Systems and the cost for billing customers is \$667.00 on the high side. That includes the service cost, material, and postage. Ms. Belch suggest asking which customer's would like to be billed by email. Ms. Belch states emailing the customers cost FLDWID nothing, saving the company money. Mr. Cooper explains with CUSI and Advanced Info System FLDWID is going to save \$5796.00 a year. Mr. Grimmett expressed concern about a contract and when was the last increase on the annual fee for CUSI. Mr. St. Germain suggest sending the information to Ms. Hume and Mr. Studer so they could look over the details. Ms. Belch called Ms. Irwin and the cost of the software would be charged under computer support. Mr. St. Germain suggest Mr. Studer could go over the budget with Ms. Irwin.

2. Discussion of New Main Trunk Project

Mr. Cooper had a contractor out to look at the main line trunk last week. Contractor suggest doing the upgrades under a design build project. Mr. Cooper states with Mr. Morehead and himself doing preliminary work it will save FLDWID money. Mr. St. Germain suggest having Mr. Brimhall engineer the project from Snow Well to Post Office Well by next board meeting. Mr. St. Germain recommends getting a time limit for the engineering. Mr. Grimmett suggest breaking down upgrades into segments to the county. Mr. Cooper recommends not upgrading the cul-de-sacs.

3. Discussion of Revised FLDWID Emergency Plan

Mr. Cooper asked board members to look over changes and sign under their name on the Emergency Plan.

Mr. Lou St. Germain Closed meeting at 11:15am.

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

Lou St. Germain, Chairman

Sally Rottier, Secretary

Date