

**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 (telephonic), Paul Studer, and Sally Rottier. Barb Purtymun was absent Staff Members present were Grant Cooper and Cheryl Kight. Guests present were Steve Helm from Farnsworth and Dave Shelton from Mueller Co.

**1. Discussion Of Pressure Monitoring Devise**

Mr. Helms said that both of the board members that attended RWAA conference showed interest in the Pressure Monitoring device. Mr. Helms introduced Mr. Shelton from Mueller to tell you about it. Mr. Sheldon explained that this device would be programed to text your cell phone or e-mail you when there is an alert. Mr. St. Germain explained to Ms. Hume that this was something that they saw at the conference. Mr. St. Germain said that last month we had a high pressure issue that blew the pressure vales on a couple of water heaters, this is a sensor that goes in the water line. Ms. Hume asked does it go in every main line. Mr. St. Germain said that you only need one. Ms. Hume asked how much is this if some of the systems are a million dollars? Mr. Shelton said that if you want it in a valve box it would be \$2,500.00, or if you would just put it in the line it is \$2,000.00. Mr. Shelton said that after the first year you would pay \$100.00 a year for the phone line. Mr. Studer asked if it would be a dedicated line. Mr. Shelton said yes. Ms. Hume asked what is the price for the first year. Mr. Shelton said that was included in the price.

There was more discussion on the operations and features of the pressure monitoring device. Mr. Cooper recommended that the district put one on the south side, one here at the office and one on the high end of the subdivision. Mr. St. Germain asked if all the zones come together. Mr. Cooper said yes here at the yard. Ms. Rottier asked if just here would work. Mr. Cooper said we could put one here for now but that he would like to put one in on the south side.

Ms. Hume asked how this helps when we have some type of failure. Mr. Helms explained that you can set the limits 5, 10 or 15 psi below the high point and the system will warn you before it reaches the high point. Mr. St. Germain thanked Mr. Helms and Mr. Shelton for the time and presentation.

**2. Discussion and Review of Master Plan**

Mr. Cooper started on page 1, item 2 to change the 52,500 ft. of water line for upgrading to 47,400 ft. because of the Rim Loop project upgraded 5,100 ft.

Page 5, paragraph 6, commercial customers change to 14. Paragraph 7 change fire hydrants to 84.

Page 8, Objective 3 Get design complete and ready for bid in 2nd quarter of 2015.

Page 9, Goal 3, Objective 1 change main valve to 179 and hydrants to 84.

Page 10, Goal 4 remove, change the Goal numbers 5, 6, 7 to 4, 5, and 6.

Page 13, Objective 1 will remain as an option.

Mr. Cooper said that was all the changes he had. Mr. St. Germain we can go over the projects in June when the board will approve the plan.

### **3. Discussion and Review of Rules and Regulations**

Mr. Cooper said that we should put the credit card charges in the Rules and Regulations. Ms. Kight said that she didn't think we had to do that, just put it on the Fee and Charges Sheet, but she would check to make sure.

### **4. Discussion and Review of Management Policies and Procedures**

Mr. Cooper would like to change Page 5 Item 7 as to the availability in case of an emergency. Mr. Studer agreed that the on call operator should be able to go to their child's activity. Mr. Cooper suggested it be within two hours. Mr. Studer said that the other water companies that he had visited compensate the employees for weekend coverage, we pay our employees for a half hour lunch which will compensate them for being on call on the weekends.

Mr. Cooper said on page 5 we need to remove item 2 retirement plan.

Mr. Studer wanted to address item 1 health insurance, we cover family members up to the age of 18. Ms. Kight said that they go to the age of 26. Mr. Studer said that is Obama care and we are not. Mr. Cooper said that the staff would get with the insurance company and find out what it is. Mr. St. Germain asked what is going on with Mr. Morehead's insurance. Mr. Cooper told the board that he had gone to the school district and talked with Ms. Blosser and explained that the water district will be paying for the health insurance for the Morehead family. Mr. Cooper and Ms. Blosser called the insurance company and determined that the water district will write a check directly to Asbait Insurance before the tenth of the month.

### **5. Discussion of Capital Equipment Annual Update and Yearly Schedule**

Mr. Cooper explained that the Capital Equipment report he put together and some is typed and some

hand written just to give the board an idea of what we have. He continued that pumps condition are good because we don't have any information whether they are bad or good. Mr. St. Germain said they are good because they are running. Mr. Cooper said that all the dates are approximate because because we have no paper work to go by. Mr. Cooper said that there is no paper work for the heaters inside, the one that he did see is the one at the St. Joe well and that was 1985. Ms. Rottier asked if we could call the manufacturer to see if they could give us dates. Mr. Cooper said that is what he would do. Mr. St. Germain asked what a 60 HP pump would cost. Mr. Cooper said that he did not know, but will get prices for all the equipment. Mr. Cooper said that the pumps will be expensive if we have to replace them, because they will now have to be lead free. Mr. Studer suggested that next time you do this report you could add the cost of running the equipment.

Mr. Cooper asked if the board had a chance to look at the Yearly Schedule. Mr. Cooper said that the Service Contract are marked for June. Mr. Studer said that they should be in April so we can plan the budget. Mr. Cooper said that the Emergency Plan is duplicated and will remove the second line. Mr. Cooper asked if the board would want to remove the multi-level billing. Mr. Studer said that it should stay. Mr. Studer then said that you have a list of inventory and that some may be bad due to the time it has been on the shelf, you will need to review that list and be able to tell us what you will need so we can plan the budget.

### **6. Discussion of Operations Review Committee Report**

Mr. Cooper asked Ms. Hume if she received the Operations Review. Ms. Hume said no. Mr. Copper said he would send it to her after the meeting. Mr. Studer explained that he and Ms. Rottier went to Pinetop and Ponderosa Water Districts to compare the staffing, number of services, rates, compensation, and benefits. Mr. St. Germain asked if they are both privately owned. Mr. Studer

replied yes, they rely on their water sales for their income, they are not a tax based entity. Mr. Studer continued through the report on all the items for both water companies compared to the District. The full report is available at the water district office.

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

Forest Lakes DWID

Minutes by: Cheryl Kight

Minutes approved: FLDWID

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Lou St. Germain, Chairman

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Sally Rottier, Secretary

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Date