

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

April 20, 2017

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: Ray Grimmet, Sally Rottier, Mary Hume, and Paul Studer. Staff Members present was Grant Cooper and Amy Belch.

1. Discussion of In House Billing vs. Out Source Billing

Mr. Cooper reports CUSI Software can send the billing to customers but they send the bills from Jonesboro, AK for the total of \$654.00 a month. Mr. Cooper and Ms. Belch found a machine that will print billing and insert envelopes all at the same time for the one-time fee of \$5900.00 with warranty. Ms. Belch reports FLDWID can purchase the extended warranty every year. Mr. Cooper reports doing the billing in house will eliminate \$3000.00 for Overgaard Post Office and \$1800.00 to Business Solutions Group. Mr. Studer points out all expenses to change Software Company will be recouped in a year and half. Mr. Studer would like to recognize the cost saving to the company with a non-standard bonus to Mr. Cooper and Ms. Belch. Mr. St. Germain suggest ordering equipment and software first.

2. Discussion of New Software Program Cost

Mr. Cooper reports the new agreement with CUSI Software of \$14,289.00 includes tax. Mr. Cooper state Caselle is costing FLDWID \$9120.00 a year and CUSI will cost \$1385.00 a year after the purchasing the software. Mr. St. Germain recommends ordering the software as soon as possible.

3. Discussion of Caselle Software and CUSI Software

Mr. Cooper states CUSI has already been approved.

Mr. Lou St. Germain Closed meeting at 10:30 am.

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

Lou St. Germain, Chairman

Sally Rottier, Secretary

Date