

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

May 21, 2015

The Forest Lakes DWID Work Session was called to order by Chairman Lou St. Germain at 10:00am 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. Guest Ms. Johnson.

1. Discussion Of Project Engineering Bid

Mr. Cooper stated the difference in bids is \$800.00. Ms. Hume concern is that we have to go with the lowest bid. Mr. Cooper replies the job is under \$50,000.00 and we can chose a contractor of our choice. Mr. Cooper stated that Tetra Tech is his preference. Mr. St. Germain agrees with Mr. Cooper's decision. Mr. Cooper stated Tetra Tech has done all the work in Forest Lakes when it comes to the engineering. The bid came in at \$ 29,885.00 with Tetra Tech for the engineering of Elk Dr. Mr. Studer recommendation is to go with Tetra Tech.

2. Discussion and review of Preliminary Budget

Ms. Hume questioned the ADEQ Map Fees that is under Revenue in the preliminary Budget. Mr. Oberreuter states that ADEQ Map Fees is under revenue because we are collecting for it in our monthly bills. Mr. Studer commented on the technical support needed to be moved to contracted services. Ms. Kight states that has been moved to Other Professional Services in the preliminary budget. Mr. Cooper reports he has moved \$20,000.00 to Capital Reserve Target Meters. Mr. Studer reports that the \$20,000.00 for the Meters is a really conservative budget. Ms. Rottier questions the amount of \$1500.00 on computer supplies in the preliminary budget when last year we budgeted for \$1000.00 and only spent \$550.00. Mr. Studer reports that Mr. Cooper needs a computer. Mr. Oberreuter reports that in the next fiscal year computer supplies will not be a in capital outlay it will be classified as computer support. Ms. Hume points out the big increase on the salary in the preliminary budget. Mr. Studer reports he changed the figure in the salary in case the water company needed to hire part-time summer help. Ms. Hume stated that the equipment replacement was budgeted for \$28,000.00 and Mr. Studer changed it to \$40,000.00. Mr. Studer states that he changed the figure so Mr. Cooper could upgrade St. Joe well after Mr. Cooper retrieved all the data. Mr. Cooper reports that the \$40,000.00 is not just for the St. Joe Well but for any equipment replacement needed for the following fiscal year.

3. Discussion and review of Contracting Accountant Bids

Mr. Studer reports the first proposal for Contracting Accounting is \$90.00 and no annual fee. Second proposal is \$90.00 an hour and an annual fee of \$2000.00 dollars and third bid is \$90.00 and an annual Fee of \$2000.00 dollars. Mr. Cooper reports the first proposal has no water company or water district experience. Ms. Hume suggest we take the first bid off the table for no experience with water companies. Mr. St. Germain asked the board members on their thoughts. Mr. Studer agrees with Ms. Hume to take first proposal off table. Ms. Rottier reports that the second proposal has worked with many water companies and has twenty-five years' experience. Ms. Hume suggest that Mr. Cooper, Ms. Kight and Ms. Belch have a strong opinion on the Contracting Accountant but the final vote will be up to the board members.

3. Discussion and review of Clerks Job Description

Mr. Studer states the job description for the clerk looks good. Ms. Rottier reports that she met with Mr. Cooper, Ms. Kight, and Ms. Belch and the first thing that caught her attention in the old job description was the minimum wage part how it needed to be updated. Mr. St. Germain asked Ms. Belch how she felt on the quick books part of the job. Ms. Belch replied that she is very comfortable with Quick Books.

Mr. Lou St. Germain Closed meeting at 10:35 am

Forest Lakes DWID

Minutes by: Amy Belch

Minutes approved: FLDWID

Lou St. Germain, Chairman

Sally Rottier, Secretary

Date