

FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT
WORK SESSION
July 18,2024

The Forest Lakes DWID Work Session called to order by Chairman Gary Richardson at 10:32 am at The Water District Office. Present were Board Member: Joe Taylor, Pat Murphy, and Dan Parks. Staff member present Amy Belch. Lou St. Germain and Grant Cooper absent.

1. Discussion and Review of Funding Options for Forest Lakes DWID

Mr. Richardson suggests applying for funding for Forest Lakes DWID through WIFA and other sources. Joe Taylor asked what FLDWID would do with the grant? Joe Taylor's opinion, with the rate increase and sale of property projects should be done one every year. Mr. Taylor stated he was a grant writer for Boeing. Mr. Taylor states you must buy American, timeline for grants, and specification of the project. Mr. Taylor suggested talking to other DWID about their experience of requesting grants. Mr. Richardson would like not to go into debt because FLDWID needs more staffing. More specifically for projects, project manager. Mr. Taylor's concern is the DWID with existing staff capabilities. Mr. Taylor recommendation is to build a three to five year plan and have a project every year. Engineer project, order parts for that specific project, and install project. Keep it consistent for the next two to three years. Mr. Taylor states the FLDWID employees would be responsible for daily operations and the FLDWID board could hire a manager to look over the projects. Another option would be a turnkey project manager. Turnkey manager designs project, builds project, watches over the project, and reports back to FLDWID. Mr. Murphy stated his experience is when outside management is hired the internal staff felt like they were being replaced. Mr. Taylor stated in past projects Mr. Cooper still oversaw the project.

Mr. Parks, returning to the grant discussion, would spend some time looking into grants. Mr. Parks asked the Chairperson who would have the time to investigate finding grants. Mr. Parks suggested a FLDWID board member take over the investigation. Mr. Parks volunteered to investigate funding options and asked if anyone would join him in this effort. Mr. Taylor said he could tell Mr. Parks where to find grants. Mr. Richardson asked Mr. Taylor if he could work with Mr. Parks on the grants. Mr. Taylor stated he is not available to touch anything that heavy until October or November. He would be happy to help then. Mr. Taylor recommends asking other DWID's their experience on receiving grants.

Mr. Parks asked what the thoughts are on assessment project to other FLDWID board members. Mr. Parks refers to a city project in a certain area and does a study of it. Then a public hearing and figure out an assessment cost to notify people in the public hearing. The assessment cost would be forwarded to people in the city over the next five to ten years after the city has cashed in bonds and other financial resources. Mr. Parks stated assessment was brought up in FLDWID public hearing by several people. Mr. Parks recommends DWID finding out if the County could work with DWID to create an assessment. Mr. Parks states even if not acted on, knowing the ability to create an assessment with the county would be helpful.

2. Discussion and Review of Communications for Forest Lakes DWID

Mr. Parks stated he will take the lead with the communications to the community. Mr. Parks suggests Ms. Belch and Ms. Robinson watch Facebook and see what the community is talking about when it comes to rate increase. Mr. Taylor states it was discussed couple years ago that he would be the one to respond to Facebook post about the DWID. Mr. Parks suspects once the price is implemented there will be chatter on Facebook.

Mr. Parks would like to bring communication to the community about springtime and let community know what has been achieved and what is the DWID has in its plans. Updating some website items. An annual meeting with FLOA should also be considered.

Mr. Parks recommends having an annual meeting on communications as well. Mr. Parks recommends adding it to the yearly calendar. Mr. Richardson stated communication fosters understanding and miscommunication or no communication fosters suspect. An additional letter or communication DWID ought to have.

Mr. Richardson states communication on the rate increase on when it will take effect. Send a mailer or postcard to each customer. Mr. Parks suggested putting it on the next bill. Mr. Taylor recommends sending out glossy 5x8 cards to every customer and separate from their bill. Show a picture of the water district on the front of the card and on the back the water rate increases and effective date. Mr. Parks recommends spending \$500.00 plus staff time.

3. Discussion and Review of Meter Rates and Usage Rates for Forest Lakes DWID

Mr. Taylor recommended to start an increase on October 1, 2024, and show on November 2024 billing. Mr. Taylor states that's when water usage starts to decrease. Mr. Taylor stated that is 90 days after the public hearing. Mr. Parks recommended putting that on the postcard. Mr. Parks suggested the \$42.00 and \$3.00 usage be printed as well. Mr. Parks recommended looking at FLDWID every year about the April time frame prior to planning the budget. Mr. Taylor recommended March.

Mr. Gary Richardson closed the meeting at 11:20 am.
Forest Lakes DWID
Minutes By: Amy Belch

Gary Richardson, Chairman of the Board

Dan Parks, Secretary

Date

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