

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

September 17, 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, Paul Studer, Sally Rottier, and Barb Purtymun. Staff Members present were Cheryl Kight and Amy Belch. Mr. Cooper was absent

1. Call Work Session to Order
All Board Members are present

2. Discussion of Benefit
Mr. Studer reports in talking with Ms. Irwin sick leave and vacation time cannot be prorated it has to be in line with our Policies and Procedures on Benefits. Mr. Studer suggest we change the wording for Vacation time and Sick leave in the benefits package to allow employees to use benefits earned throughout the year instead of having to wait until the end of the year. Ms. Hume suggest full-time employee's after 1 year earns 5 vacation days. 2-5 years full-time employee's earns 10 vacation days. 6-10 years full-time employees earn 10 days plus 1 additional day for each year of employment from the 6th year of employment to a maximum of 15 days.

3. Discussion of Banking
Mr. Studer states he has talked with National bank on the check reading machine and is waiting for more data on the cost. Mr. Studer recommends closing the Capital account that is costing F.L.D.W.I.D \$9.00 a month and move it into one of our other accounts that will earn interest. Mr. Studer also suggest we go to on-line statements saving F.L.D.W.I.D \$5.00 a month per account. Mr. Studer is gathering Data from National Bank for on-line banking solutions for F.L.D.W.I.D.

4. Discussion of Sounding Tubes for the Wells
Ms. Hume states that she spoke with Mr. Hume about sounding tubes for the wells. Mr. Hume reported that it is an accurate account of the water in the Wells so the pump does not burn up. Mr. Studer suggest with Mr. Cooper being absent that we not go into further discussion about the Sounding Tubes for the Wells.

5. Discussion of Post Office Location this Winter
Mr. St. Germain was approached by a community member who was concerned about the post office location for winter season. Ms. Hume suggest we charge a fee for the space provided during the winter months. Mr. Studer suggest that Ms. Cooper provide her own locks and pays per square feet. Mr. St. Germain states he estimated the space to be 200 square feet. Mr. St. Germain suggest since we are providing a service to the community that F.L.D.W.I.D be comparable to the library at 0.33 a foot totally \$66.00 a month. Ms. Hume agrees as long as something is contributed to F.L.D.W.I.D for the space. Mr. Studer states we can add a line item to the budget.

Mr. Lou St. Germain Closed meeting at 10:50 am

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

Lou St. Germain, Chairman

Sally Rottier, Secretary

Date