

**FOREST LAKES DOMESTIC WATER IMPROVEMENT DISTRICT  
WORK SESSION  
March 21, 2024**

The Forest Lakes DWID Work Session called to order by Chairman Joe Taylor at 10:00 am at The Water District Office. Present were Board Member: Gary Richardson and Lou St. Germain. Staff member present Grant Cooper, Haley Robinson, and Amy Belch. Mary Hume and Dan Parks via telephone.

**1. Discussion and Review of Officers Position**

Mr. St. Germain suggest appointed officers and enough with the delaying positions. Mr. St. Germain suggest Mr. Richardson taking the Chairperson. Mr. Taylor would like to keep treasure. Ms. Hume stated she will remain Vice Chairperson until the end of her term. Dan Parks states he is fine with secretary.

**2. Discussion and Review of Rules and Regulations for Forest Lakes DWID**

Mr. Richardson recommends on page 2 line I change it to are. Mr. Taylor states all changes will be in the red and add the district will review. Page 3 Mr. Taylor questions District Matters in a question mark. On page 5 Mr. Taylor will write up officers' description for officers and put the in read for review. On page 7 section C, add and in last sentence. On page 16 after being delinquent? For 75 days. Mr. Parks recommends reviewing the number of days. Mr. Gary Richardson states the rears need to be changed to arears. Mr. Taylor recommends Coconino County credit card fees apply to all credit card transactions.

**3. Discussion and Review of Policies and Procedures for Forest Lakes DWID**

Mr. Taylor recommends page 2, section 4, reviewed by the board. On page 2, number for add operations manager to records required.


**4. Discussion and Review of Master Plan for FLDWID**

Mr. Taylor recommends changing residents and hydrants to be current. Mr. Taylor suggests on page 5 adding objective and strategy in red. On page 7 adding the year. Mr. St. Germain recommends on page 12, objective 1 as required through project status review. Mr. Taylor recommends changing all the monthly to be bunched, with the annual, and then the months by fiscal year. Mr. Cooper will adjust the projects by priority.

**5. Discussion and Review of Emergency Plan for FLDWID**

Mr. Parks suggests updating the board members on page 5. Mr. Taylor suggests updating all phone numbers and addresses to other businesses in the area.

Mr. Joe Taylor closed the meeting at 10:58 am.  
Forest Lakes DWID  
Minutes By: Amy Belch

  
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Gary Richardson, Chairman of the Board

  
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Dan Parks, Secretary

*4/10/24*  
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Date