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| **Laclede Water District Meeting Minutes** | **September 8, 2021** |

**Roll Call:**

Board Members present: Gloria Fletcher, Kimberly Swank, Justin Roberts, and Mike Kauffman.

The meeting was called to order at 6:02 pm.

**Approve Meeting Minutes:**

1. August 11, 2021, Minutes

Justin made a motion to approve the August Meeting Minutes, Mike seconded, all in favor, motion passed.

1. Change to July 14, 2021, Minutes – T-O Engineers comment

Gloria made a motion to approve the July Meeting Minutes, Justin seconded, all in favor, motion passed.

**Changes to Agenda:**

1. Water User Forum moved to after Proposed Budget discussion, then Old Business resumed.

**Old Business:**

1. DEQ Facility Improvement Update

T-O Engineers have submitted the draft report to DEQ. DEQ has not provided comments yet, but no major changes are expected.

The review cycle is 60 days. DEQ comments are expected by the end of September. Expect to finalize the Facility Plan in October.

1. Proposed Budget – FYE November 30, 2022

Operating Revenue:

* Proposal to implement a near-term increase to base Water User fees by $10/month per User to begin funding the facility upgrade project.
* Increase total Operating Revenue from $203,000 to $275,000.

Operating Expenses:

* Increase Payroll Expenses from $16,000 to $32,000
* Increase Rural Development Reserve Fund Expense from $30,341 to $31,000
* Increase Insurance Expenses from $2,800 to $3,500
* Increase Utilities Expenses from $11,000 to $15,0000
* Increase Legal Expenses from $3,500 to $30,000
* Increase Repairs/Maintenance/Non-Project Engineering Expenses from $30,000 to $40,000
* Increase Office Supplies/Postage/Shipping from $3,000 to $9,000
* Change Biannual Audit to Annual Audit Expense of $8,000
* Increase Depreciation from $9,059 to $10,000
* Change Capital Improvement Expense to Estimated Reserves
* Increase Estimated Reserves from $25,000 to $31,400
* Increase Total Operating Expenses from $203,000 to $275,000

Justin made a motion to approve publication of the Proposed Budget – FYE November 30, 2022, of $275,000 based on the line items discussed above for Public Notice, Kimberly seconded, all in favor, motion passed.

1. Ordinances

Justin made a motion to table discussion of Ordinances to October, Kimberly seconded, all in favor, motion passed.

1. Overage fees for 449 Campbell Pont

Justin made a motion to refund $1650.42 to Mr. John Kelly for a billing error, Kimberly seconded, all in favor, motion approved.

1. Jake Wray – Water User

Mr. Wray paid the $10,000 hookup fee in October 2021. Water Systems Management and Mr. Wray agreed to delay installing larger service until Spring 2022. Extra costs related to the delay to be absorbed by the Laclede Water District.

Note to remind Water Systems Management that they cannot agree to services that will incur costs without prior Board approval.

1. Purchase New Radio Transmitter for Water Tank

Cost to upgrade the transmitter is $9264.70

Mike made a motion to spend $9264.70 to install the new ratio transmitter system for the water tank, Kimberly seconded, all in favor, motion passed.

1. Application – Northern Lights to install electrical service hook-up to Water Tank

Need to discuss with Water Systems Management. Expense not approved

**New Business:**

1. Develop list of questions for Susan Weeks – Attorney

Items beyond the Facility upgrade include reviewing Ordinances, defining Board member legal obligations and liability. Additional items will be discussed via email.

1. Bigger Water Meter Replacement Options

Need Water Systems Management to provide the number of meters larger than ¾”

Board agreed pay the cost of existing meter replacement, no matter the size. Any user requesting an upgrade to service/meter size will be responsible for the additional costs.

1. New Meter Installation – Progress/Questions/Fees

Water Systems Management did not provide this information. Board will request a Water System Management representative attend Board meetings in the future.

Board also needs to review the costs for meter reading after the wireless meters are installed as the labor required decreases significantly.

1. Quick Water Billing Software Upgrade

Justin made a motion to spend $4795 to upgrade the Quick Water billing software, Gloria seconded, all in favor, motion passed.

1. Purchase Message Board Kiosk

Justin made a motion to spend $465 plus tax and shipping for a fence mounted option, Kimberly seconded, all in favor, motion passed.

**Plant Operation:**

1. No update

**Review/Pay Bills:**

* Request to move after Treasurer Report on future Agendas
* No questions
* Justin made a motion to pay the bills, Gloria seconded, all in favor, motion passed.

**Treasurer Report:**

1. Mike brought the signing form from Columbia Bank for signature authority. All have signed except Chris. Justin will take the form to Chris.

1. Treasurer’s Report as of August 31, 2021

* Columbia Bank Reserve Account - $26,649.82
* Mountain West Flex account - $501,170.08
* Columbia Bank Checking Account - $59,955.76

**Water User Forum:**

1. Ms. Elizabeth Butler requested a reduction or forgiveness of late fees. Previously, Mike from Water Systems Management was sent to investigate a leak. No system leak was found. Ms. Butler’s father had reported they had a leaking toilet and Ms. Butler confirmed that is an ongoing issue but feels it shouldn’t cause a variation in her bill resulting in increased charges. She has not been paying the additional charges or any resultant late fees.

Justin reviewed her recent bills and stated the meter readings appear accurate and usual. Laclede Water District has paid Water Systems Management to investigate a leak and no leak was found on the system. Reduction or forgiveness of late fees is denied.

*Note to Katy – Please send Ms. Butler a copy of bills back to 1/2016 (Sent to Ms Butler back in July when she originally asked for it-Katy)*

**Adjournment:**

1. Justin made a motion to adjourn the meeting, Kimberly seconded, all in favor, meeting adjourned at 8:15 pm.