**Laclede Water District Date: September 28, 2022**

**Roll Call:**

Board Members present were Kimberly Swank, Mike Kauffman, Gloria Fletcher & David Stevens

The meeting was called to order at 6:04pm.

Dave made a motion to approve the July 18, 2022, August 10, 2022 and the August 24, 2022 minutes. Mike seconded the motion, all in favor, motion passed.

**Old Business**:

LID/Facility Upgrade Project: T-O Engineers Design Proposal – Tabled, waiting for legal counsel comments.

Project to update Ordinances Status – Tabled, waiting for legal counsel comments.

Facility Upgrade Project Status – The design proposal was approved by DEQ and is moving forward.

Billing software issues – Consolidated Supply and Mueller are working together to get the currently installed meters up and running with the billing software the office currently uses. Gloria is researching other billing software to replace the current software being used by the plant.

The email issue is ongoing. Approximately 6% of the email statements are being received by the customers in a format they cannot open (about 5 of 80 statements sent). Those customers are also getting hardcopies during this time. Sandpoint Computers has been consulted and also Quickbooks. Neither have been able to solve the issue. Gloria will do a little research to determine if it is a Microsoft issue. One solution is to find a billing software that will send out email statements as well, and not have to rely on Quickbooks. Research is ongoing.

**New Business:**

Draft preparation of FY23 Operating Budget – A draft budget was sent to all the board members. Tabled discussion until next meeting.

ID Health and Welfare – Low Income Home Water Assistance Program – The board has discussed and reviewed the assistance program. Mike made a motion to accept the Low-Income Home Water Assistance Program (LIHWAP) implemented by the Department of Health and Welfare. Kimberly seconded, all in favor, motion passed. Justin will sign the forms to be mailed in.

**Plant Operation** – Water usage is down. New meter installation is ongoing.

**Treasurer’s Report as of August 31, 2022**

* Reserve Account Restricted $ 26,656.00
* Mountain West Flex account $ 521,533.33

- Checking $ 81,113.33

Dave made a motion to accept the treasurer’s report as presented, Mike seconded, all in favor, motion passed.

**Review/Pay the bills**- Mike made a motion to pay the bills, Dave seconded, all in favor, motion passed.

**Water User Forum**

Mike made a motion to adjourn the meeting, Gloria seconded. All in favor, meeting adjourned at 6:37pm