**Laclede Water District Board of Directors Meeting Minutes**

**Date: 1/14/15**

**Roll Call:**

In attendance: Lou Knapik, Chris Giese, Roland Harter, Gene Courtney

The Meeting was called to order at 6:00 pm by Chris

Motion to amend agenda made by Chris to add executive section code 672345-1 A, B, C.

Also, for open board position selection and oath of office. Roland asked that anything from last month that didn’t make it on the agenda be addressed. Those issues are regarding lawyer, and computer back up status. Gene second the motion. All in favor.

Lee has resigned in writing and all members received a copy. Lee’s letter was read to the forum by Lou. Motion made to accept his resignation made by Roland, second by Gene. All in favor.

Applications were reviewed for the now vacant Board member position. Roland nominated Paul Horgan. Second by Gene. A roll call vote was made: Lou-yes; Roland-yes; Gene-yes; Chris-yes. Paul was welcomed to the board, filled out necessary paperwork and repeated the oath of office.

Board then went into executive meeting. Motion made by Paul, second by Roland. All in favor.

Minutes from December meeting were read by Chris. Motion to accept minutes made by Gene, second by Roland. All in favor.

Old Business:

A comment was made by a forum member that meeting minutes should be available in a timely manner. It was told to the forum that the minutes cannot be printed/made available until they have been approved by the board. They are then made available on the website. An employee was asked to make two copies of the minutes to have available at the plant for users to view.

Doug Smith gave the board a letter regarding an issue that arose from some work that he did. Doug Smith requested his letter be read into the minutes (see attached). The letter was read to the forum by Chris. A correction per Doug Smith: He did some research and that the pipe used in 1989 is ok to be used because there is no state standard. He was unsure of who is responsible for maintaining the standards for a water district. He also asked Roland if the statements in the letter were accurate.

Roland stated that he did not see the bent meter. He knows a lot of time was spent looking for the pipe. Chris stated that he talked with the operator and ¾ pipe is ok to be used. The purpose of the letter is to request reimbursement for work done. Cost of moving the meter from and coming out to street with new pipe. It was stated that the meter was next to the house, about 50 some feet. Meter should be on easement.

Discussion on this issue:

There is no current ordinance that states where the meter should be. The user was wanting to add an addition to their house which is why the meter is now needing to be moved.

Lou recalled that the board didn’t like the location of the meter at the time of the new line going in many years ago. He remembers the property owners did not want it moved 3 years ago because they didn’t want the pavement damaged. Kathy from the user forum stated that in the past when the new line was put in the users had to pay the bill however the water district was reimbursing users a small amount of money. It was thought to be $500.00There was some discussion that the water user should have moved the meter at the time when the new line was being put in. Chris stated that he felt it would be appropriate to offer the same as in the past. Also, to cover the error made by the operator. It was requested that Doug Smith provide a breakout to the board to be reviewed at the next meeting.

Motion made by Gene to review at next meeting while Doug Smith gets together a breakdown of work done, what the code was for pipe in 1989 and Paul Horgan can find what the previous reimbursement was in the past. Second by Paul. All in favor.

Third and final reading of Dan Benson letter (See attached letter). After much discussion a motion was made by Roland to deny his request to be removed as a user and that he must continue to pay his bill. Second by Lou. All in favor.

Next order of business was to review having a contractor vs employee. Motion made by Gene to have himself and another board member/community member to work on an RFP (request for proposal) and proceed to a bid negotation process to obtain an operation maintenance contract and bring to the board for approval. Second by Paul. All in favor. Gene requested a volunteer to help him. Sue Dimick has volunteered to help.

Audit Status: Roland states it is still in progress. Should be about one-two more weeks until finished.

There was some discussion about receipts missing, debit cards that need to be closed and an operators name was on a signature card. Roland will look into the debit card issue and finding information about the bank signature cards.

Webpage is now back up and running. All meeting minutes have been uploaded along with agendas.

Board discussed the need to have a Facebook page as well as a webpage. It was agreed that one source of media is enough and all efforts will be toward the webpage.

New business:

Open board position has already been resolved.

Open chairman position discussed. Motion made by Roland to have Paul Horgan be the Chairman. Paul declined at this time. Gene stated that the board could operate without a chairman for now. Roland withdrew his motion.

Motion made by Chris to table this issue until next month. Second by Roland.

Election reporting requirements. Roland states he got the form and needs copy of oaths of office so that the information can be turned in so the water board positions can get on the election calendar.

Employee IRA issue – There are quite a few things that are wrong about the retirement. Roland would like the auditors to look at the retirement accounts and how the money is being sent in. Or reviewed by a tax person. Gene knows of someone who may offer some free advice. This will be discussed at the next meeting.

New rules on IC67-450 – Roland read in the paper that there are new regulations. He went to the auditor’s office and found that there is a new procedure that needs to be done. The district needs to register with the State of Idaho. Katie was tasked with getting this done. There is a March 1st deadline.

Motion was made to pay the bills by Roland– Gene second. All in favor.

Superintendent report: There was not one available at the time of the meeting.

Treasure report

Reserve account: Beginning $31,682.00 ending after USDA Loan payment $6,399.00

Panhandle/Columbia bank checking: $28,865.64

Mountain West Flex Account: $96,433.46

Checking: $28,804.61 (I believe this is the same account as above for Panhandle)

Gross profit for December $14,590.17

Net ordinary income was $ 6,517.70

USB Backup Drive was purchased at Costco for about $70.00 each so that a weekly backup can be done. These will be given to Katie so she can do the backup each week. There was some discussion about where the backup tapes should be kept but no final decision was made. The most likely place will be a fire proof safe on site.

There was a discussion about water district keys and codes. Chris stated that he would give keys to the board members so everyone has one.

Motion was made by to adjourn the meeting . All in favor.









