Laclede Water District Meeting Minutes-- February 11, 2015

The meeting was called to order at 6:03 p.m. All board members were in attendance.

It was suggested the agenda be amended to include the following items: ICRMP, Lippert construction, note taking for minutes, board conduct, bank signature cards, sales tax reimbursement, IRAs, security of the plant, Robert’s Rules of Order. Paul moved to add these items to the agenda. Roland seconded and the motion carried unanimously.

Roland mentioned that Pantrol needs to meet with Hansen tomorrow. A Purchase Order number was authorized due to the urgency of the issue.

There is an open position for Chair on this board. Roland moved to appoint Paul Horgan. Chris seconded. The motion carried unanimously.

Board conduct was the next topic of discussion. Roland stated that Lou’s recent behaviors go against the oath of office. Being on the board is a commitment to be responsible to the community. Gene pointed out that if this situation happened during summer the community would have been out of water.

Lou stated that things done last week were not urgent – this wasn’t an emergency. The alarm going off tells you the water quantity in the reservoir is getting close to half. Gene says that isn't the alarm that went off. Lou said we still had plenty of water.

He believes the plant operator chose to resign because the working conditions were so bad. At the operator’s request, Lou agreed to wait to inform people until a board meeting.

After significant discussion on the topic of his potential resignation, Lou stated he’d deal with this issue later in the meeting.

The next item of business was ICRMP. Roland attended a very helpful seminar in Priest River. ICRMP is the insurance company for Idaho government agencies. Topics that were discussed at this seminar included amending agendas, procedures for going into executive session, taking minutes, handling public records requests, roll-call votes, making motions, etc.

It was suggested that Katy come to the meetings and take minutes. One day per month Katy is willing to change her days of work and her hours. Chris moved that the board ask Katy to do this, Paul seconded. Motion approved unanimously. Katy will attend future meetings, answer questions, draft minutes and send them to Jeannie for posting.

Discussion shifted to posting hours when the office is staffed. Paul stops in the plant on a daily basis and checks the messages. Jeannie requested the website include hours and the emergency contact number.

Robert's Rules of Order were addressed next. Roland moved that the board eliminate using these rules. Chris questioned if this was necessary since the last few meetings have been orderly. After significant discussion, Gene seconded the motion. All approved.

Roland said he was trying to figure out what was happening with Lippert construction. Kathy said there should be an entire file on this issue. The existing claim has been settled. Roland was encouraged to contact Colleen Johnson.

Business cards for the insurance agent, Mike Mahoney, were distributed to the board.

Bank signature cards need to be revised. It was agreed that Katy will continue to be a signer. A copy of the minutes about this discussion must be taken to the bank. Add Paul Horgan. Remove Doug Carothers and Lee Dowdle.

Paul has attempted to contact attorneys. Chris suggests Steven Smith as a potential attorney. Paul will contact this person.

Roland has given the paperwork to Katy regarding sales tax recovery. She'll need to find all of the receipts. Roland will gather information on how far they can go back for reimbursement.

Now on to employee IRA. The board has been operating with the understanding that having an IRA for one employee meant they needed to provide one for all employees. Gene asked if Katy already has an IRA and is participating. Chris stated the board previously authorized a 5% match for an IRA. He believes it has been in effect since that time. Discussion continued on SEP vs simple IRAs. Jeannie offered to gather some information. Chris asked her to report to Roland. This will be tabled until next month.

The next topic of discussion was tomorrow’s meeting with Pantrol. (Pantrol supplies the software for operations controls.) Gene said there is a system at the plant that hasn't been operational for a period of years. Since Pantrol’s software allows levels to be monitored and changed remotely by computer, it is important for this to be functioning properly. Gloria has been assisting with computer issues at the plant and she will attend the meeting.

Security of the plant is the next item discussed. Paul said they need to get the plant re-keyed. There are 22 locks. Changing the gate key is a good first step. Paul indicated they also need to discuss the fencing around the building. Chris offers to do the lock work. He'll go to a locksmith to get a different key for the plant building. Everyone is in agreement that this should happen soon.

Old Business

Chris read the minutes from the last meeting dated 1/14/15.

After a few corrections, the minutes were approved. They will be posted on the website.

Doug Smith addressed the board after distributing an invoice to board members. He recently moved the Hurd's water meter from close to the house to close to the street. The LWD plant operator directed them to dig about 30 feet in the wrong direction. The road had to be dug up, gravel had to be added.

Further discussion involved the details of information provided by the plant operator and inaccuracies that caused major problems with moving this meter. Chris recommended that the district take 75% responsibility. Ultimately, Roland suggested the board agree to pay $1518. Roll call vote: Lou yes. Paul yes. Roland yes. Gene Yes. Chris yes.

On the topic of potential contract operation, Gene sent out an invitation to bid to three companies. Two declined and one bid was received from Water Systems Management. Theirs was the same proposal presented to the board previously. Gene needs to add some insurance language to the contract for proof of insurance and indemnification.

Chris suggested that the board agree to utilize Hansen (Water Systems Management) and place this on the agenda for the next meeting to sign the contract.

Audit status – the audit has been completed. There is a synopsis in the board member's packets. The full audit is in the plant office. Paul suggested the board members read the synopsis and come back to the next meeting to discuss. This topic is tabled.

New Business:

Recent plant operation events were discussed. Except for the computer situation everything seems to be under control. Hansen's operators will monitor the plant every day. There are some issues at the plant that will cost some money but that need to be addressed.

Gene suggested establishing some protocols for the board for authorizing expenses. What dollar amount needs more than one board member's approval? Chris suggested Hansen provide them with a list of what is needed and go from there.

Paul recalled that two board members need to be in agreement if it there is an urgent need to make a purchase. Chris suggested they set the limit at $1000. After much discussion there was agreement to establish a $1000 limit for purchases. If necessary they will call a special meeting for expenses if over that amount.

Roland reviewed the bills to be paid. Board stipends of $50 each, snow removal $35, insurance refund to the plant operator $378, state insurance fund $666, Staples credit plan $200, Password $3.50, electricity $1025, Verizon wireless $124, Frontier $109, USPS $288.55, Accurate Testing Labs $40.

The need for a Verizon cell phone was discussed and tabled until the next meeting. All agreed to pay the bills.

The Superintendent’s report was tabled until the next meeting.

Water User Forum:

Jeannie asked who wasgoing to be the clerk? Paul agreed to check the messages and check the mail.

Jeannie asked Lou if he would consider resigning from the board. He said he had already done so. His resignation was handed it to Chris earlier. She thanked him for his service.

Two representatives from DEQ were in attendance and spoke. Jim Williamson and Anna Moody indicated they want to build a relationship with the water district. Feel free to contact them with any questions about compliance or for technical assistance. Another resource that the board should utilize is Idaho Rural Water Association.

Paul thanked them for coming to the meeting.

Meeting adjourned. All agree.