**Laclede Water District Date: Oct 14, 2015**

**Roll Call:**

Board Members present were: Paul Horgan, Roland Harter, Gene Courtney and Chris Giese.

The meeting was called to order at 6:00 pm.

A motion was made to approve the September minutes by Roland, 2nd by Paul. All were in favor, motion carried

**Old Business:**

Chris Giese Oath of Office - Chris read the oath of office and was sworn in as a board member. Roland made the motion, 2nd by Gene.

Open position on the board – There is still an open position on the board. Gene has talked to a couple of people and may have someone interested in running.

Electronic Meter Reading – This issue is still being researched. More study needs to be done to determine if the cost is not going to be prohibitive to the Water District as well as the logistics to set a system up.

**New Business:**

Annual Audit – Idaho code states that “entities expending more than $100,000, but less than $250,000 from all sources in a single fiscal year are required to have an audit every two years”. Since the district falls under this code, the board has decided that the audit will be scheduled for a two year audit. The next audit will be after FYE November 2016.

Water user letter – There was some discussion regarding the overage, due to a leak, on one users invoice with the first meter reading of the year. There are some issues that need more clarification and Gene is going to talk with Katy about these before a decision is made.

Hook up policy conflict – Some of the items in the water hook up policy in the ordinances do not match the form that the new users fill out to get their meters installed. It was agreed that the form needed to be changed to match the ordinances. There are also other items in the policy that need looking at again so the board agreed to assign a committee to review, identify and target those areas that may need revising in the ordinances as a whole. The committee will be headed by a board member and a few water users that are willing to volunteer. Any issues or changes considered will then be brought before the board to determine if a change is needed.

Operations report – The district received a call from the EPA office requesting missing DMR reports. Apparently there are 7 months of reports that were not turned in to the EPA for the discharge water testing. WSM did a search and did not find any evidence of these reports or the tests that should have been done for those months. Gene spoke with the EPA about the situation and explained about the management changes in operations this year. He followed this up with a letter. It is not known yet if the district will receive a fine for the missing reports. The Chlorine Analyzer failed and needed to be repaired. There were some meters that needed repositioning so they wouldn’t freeze in winter temperatures.

**Treasurer’s Report as of Sept 30, 2015**

* Reserve Account Restricted $ 29,158.62
* Mountain West Flex account $ 98,560.44
* Checking $ 124,887.85

Roland reviewed the bills to be paid. Roland made a motion to pay the bills. Motion was seconded by Chris. All in favor, motion carried.

Information was brought up by Paul regarding using contract labor for the bookkeeper position. Rates and job descriptions were discussed. The general consensus was to keep the current position as an employee position.

**Water User Forum:**

No issues discussed

Roland made the motion to adjourn the meeting. Motion Seconded by Paul. All in favor, meeting adjourned at 6:57pm.