**Laclede Water District Date: December 14, 2016**

**Roll Call:**

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

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

The November meeting minutes were approved. Roland made a motion to approve the minutes, seconded by Chris, all in favor, motion passed.

**Old Business:**

Open positions on the board: There is still one open position on the board.

Columbia Bank Charges – The signature cards need to be updated with new board members and old members removed. The bank has requested that Justin Roberts contact them in order to add his name to the signature cards and the other board members contact them to make sure all the information is updated. Jennifer at Columbia bank can be located by calling 448-0604. Gene made a motion to remove Paul Horgan and Sharon Alhourani from the Columbia Bank accounts and add Justin Roberts. Chris seconded, all in favor, motion passed.

Connection Fees – Gene located an Idaho Supreme court justice report that showed how to calculate the fee for water systems connection hookups. Gene is going to review the report to determine where the Laclede Water District hookup fees fall in comparison and will report back to the rest of the board.

Bylaws/Ordinances – This issue has been tabled until the committee members are able to meet. With the winter season, some of them are out of the area.

**New Business:**

Connection – 466 & 467 Manley Creek Road – Mr. John Davis, the owner of these two properties addressed the board regarding these properties. His property is for sale and Mr. Davis wants assurance that, since there is a well on the property, the new owners will not be required to hook up to the system. The board assured Mr. Davis that since the property has an existing well, this property will not be required to hook up to the system. Chris made a motion to provide Mr. Davis a letter to this effect, seconded by Roland, all in favor, motion passed. Roland wanted Mr. Davis to let the new owners know that they do have the option to hook up to the system if they choose to. The well is grandfathered in since it was in existence prior to the installation of the water system.

Manual Payroll Processing – The cost to renew the payroll portion of Quickbooks is coming up and is currently in the area of $500.00 per year. After some discussion the board decided that since Katy puts in only the hours needed to complete the bookkeeping duties, adding the additional work to manually process payroll would eliminate any savings that discontinuing the subscription would bring. Chris made a motion to renew the subscription, Roland seconded, all in favor, motion passed.

Plant Operations: The plant is running smoothly. The connection to install the blow out valve in the Santa Maria section of the line has been completed. Roland addressed the issue of the tank liner that is needed in the one tank that is leaking. He is concerned that this repair needs to be made as soon as possible and steps started to get the job in motion. Chris made a motion that a structural engineer be located to do an inspection and review the options of repairing the tank. Roland seconded, all in favor, motion passed. Gene will locate a contractor that can do an inspection. Roland also brought up a concern that there was a drop in pressure at one point with his home and a couple of others, including Chris. It was suggested that Mike do a couple of pressure tests to determine if there is a problem with low pressure.

Review/Pay the bills:

**Treasurer’s Report as of Nov 30, 2016**

* Reserve Account Restricted $ 34,220.05
* Mountain West Flex account $ 226,606.74
* Checking $ 91,174.30

Roland made a motion to pay the bills, Chris seconded, all in favor, motion passed.

**Water User Forum**

The board went over a couple of instances where home owners were requesting that their late fees be forgiven. Pat Holt has written the office requesting the late fee be removed and Mr. Mulgrew sent an email that he requested be presented to the board. After some discussion the board determined that the payments were late, therefore the late fees would not be forgiven. The users are welcome to attend any board meeting and state their cases.

A suggestion was made to have Katy add a “friendly reminder” to the water bill that users make sure to do their due diligence and winterizing for their pipes during the cold weather and that any leak on the users side of the meter will be the homeowners responsibility.

Gene made a motion to adjourn the meeting at 6:38, seconded by Roland. All in favor, meeting adjourned.