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| **Laclede Water District Meeting Minutes** | **October 13, 2021** |

**Roll Call:**

Board Members present: Gloria Fletcher, Kimberly Swank, and Mike Kauffman. Justin Roberts called in.

The meeting was called to order at 6:07 pm.

**Approve Meeting Minutes:**

1. September 8, 2021, Minutes

Justin made a motion to approve the September Meeting Minutes, Kimberly seconded, all in favor, motion passed.

**Changes to Agenda:**

1. New Business
2. Water User Forum moved to before Old Business
3. Treasurer Report moved to before Review/Pay Bills

**Water User Forum:**

Community Members in Attendance: John Kelly, Susan Dimick

1. John Kelly – here to thank the Board for reimbursement of over-charges.

**Old Business:**

1. DEQ Facility Improvement Update

Call with T-O Engineers

Final version submitted last week. DEQ has 42 days to review.

T-O Engineers offered to assume some of the actionable responsibilities from the Board to keep things moving on a Time and Materials fee basis. Examples – calls with attorney and development of monthly Board action items to resolve. Justin made a motion to approve $5,000 in Time and Materials to T-O Engineers to act as a liaison to move the Facility Plan forward. Kimberly seconded, all in favor, motion passed.

Initial Questions from the Board to present to Susan Weeks:

Upgrade plan – need guidance on Judicial Confirmation or Local Improvement District, or some combination. Brent Deyo (T-O Engineers) will prepare an overview of Susan’s response for the Board for review.

1. 2022 Budget Publication

Revised to incorporate corrections from previous comments.

Operating Revenue – Hook-up fees changed to $20,000.00

Total Operating Income updated to $295,000.00.

Operating Expenses – Legal changed to $50,000.00

Total Operating Expenses updated to $295,000.00.

Mike made a motion to approve Publication of the 2022 Budget, Kimberly seconded, all in favor, motion passed.

1. Ordinances

Justin made a motion to ask Susan Weeks to provide a Proposal to review Ordinances – both current and previous Community Sub-Committee recommendations. Mike seconded, all in favor, motion passed.

1. Application with Northern Lights to install electrical service hook-up to Water Tank

Need to discuss with Water Systems Management. Expense not approved. Table to November.

1. New Meter Installation Progress/Questions/Fees

Per Bob Hansen @ WSMI – All meters are installed.

Need to verify operation with trial run. Gloria and Kimberly will do this.

Will maintain current manual reading for now.

**New Business:**

1. Board Open Position(s)
	1. Chris Giese has resigned from the Board effective 10/12/2021
	2. Add a posting announcement of the Board vacancy as an attachment to the next bill, post at PO, and publish to web site
2. Susan Weeks – Attorney
	1. District has received Letter of Engagement. Justin to sign and return.
	2. Future questions for Susan
		1. Board member legal obligations and liability
		2. Are emails subject to Public Record disclosure?
		3. Other items
3. Quick Water Billing Software Upgrade Update
	1. This is complete.
	2. Should be using the new one moving forward.
4. Office 365/Computer System Upgrades
	1. Direct from Microsoft: Microsoft 365 Business Basic Subscription - $5 per user/month +$4 for conference call phone number
	2. Call scheduled with Right Networks 10/14/21
5. District Job Descriptions
	1. Bookkeeper
	2. Secretary

Discussion tabled, but add to future agendas

1. Need to replace office printer/copier
	1. Mike to research and report in November
2. Add Executive Session to November Agenda

**Plant Operation:**

1. No operational update
2. Mike Kauffman called WSMI 10/13/21
	1. Request Bob or Jay attends future meeting
	2. Request WSMI to provide Plant Operations Report moving forward

**Treasurer Report:**

1. Treasurer’s Report as of September 30, 2021
* Columbia Bank Reserve Account - $29,178.46
* Mountain West Flex account - $501,200.15
* Columbia Bank Checking Account - $105,008.47

**Review/Pay Bills:**

* Request to move after Treasurer Report on future Agendas
* Mike made a motion to pay the bills, Gloria seconded, all in favor, motion passed.

**Adjournment:**

1. Mike made a motion to adjourn the meeting, Kimberly seconded, all in favor, meeting adjourned at 7:20 pm.

**Executive Session**