# NOTICE OF PUBLIC MEETING

Laclede Water District

208-255-4068

**Meeting Date 2/21/2024 at Laclede Community Center – 6:00pm**

**Those in attendance were Justin Roberts via phone, Mike Kauffman, Kimberly Swank and Gloria Fletcher. Also was Travis Hanson from IFG, and Bob Hansen from WSM. We had three water users Ron, Shannon and Ken.**

**Approve Minutes from January 8th Special Meeting**

Justin asked if anyone wanted them read. No one did. He asked for a motion to approve. Mike 1st, Kimberly 2nd, approved

**Approve Minutes from January 10th meeting**

Justin asked for a motion to approve. Gloria 1st. Kimberly was 2nd, approved.

**Old Business\***

**Ordinance Review –** Dave and Mike sent updates. We will work on it next month.

We think we should have a special meeting on it. Everyone will figure out a date to do it. Let’s try for April. Dave and Mike have made comments. Ordinances should be separate from the rate structure. Maybe the rate structure at the same time. Especially since we need some of this information for the Ordinances.

**Web Page Update –** put on hold.Right now, it’s working. Keoki will update it for $2600. So we will look for someone else. Shannon (from the meeting) told us about Selle Design at 208-263-5235. Gloria will try to follow up as soon as the office reorganization gets going.

**Water tank Communication updates –**

Brent didn’t know we had approved and will work to get the project going.

**New Business\***

**Brent Deyo on Additional Services Contract –**

Brent explained it’s a catch all. Breaking out a separate part for equipment. Credit for booster station. Made some estimates on it but it looks as if we won’t have to replace just upsize some lines. Booster station will be done by the significant in size. Clearwell under the treatment system is going to be added. Storage tank alternate. Radio study made an analysis. Too tall so not going with them. Back to cellular. Makes more sense for our system. Brent just wanted to make sure we all understood this. They will increase the lines with the design to the Booster station.

Justin asked for a motion, Mike made a motion to accept the additional services contract, Kimberly 2nd. Passed. Justin will sign the contract and get it back to Brent.

**Treatment system** is the first task to get out and will be bid right away. They will work on the rest at the same time.

**Connection fee analysis**.

It was sent from Brent. We asked for some changes and Brent made them. Justin doesn’t anticipate any more changes. Table till the next meeting. We wanted to hold it till we could look at Dave’s rate changes and incorporate them at the same time. Since Dave wasn’t at the meeting we will table it till he is at the meeting.

**Communication system** (above too)

Brent asked where we were with this. We told him we had approved it a few months ago. We must not have told Brent. He will work with subcontractor to get it going. He will try to get it to us by the next Board meeting.

**Customer problems with freezing pipes**

The one for Chrissy Caruso we think she should have caught it the second month. $108.29 at 50% off December, January in full.

Jennifer Lamoreaux will have to pay her late fee.

We will forgive frozen pipes of 50%. Gloria will send the list to Stephanie so she can credit their accounts. Deborah Rock $238.78 Robert Eddington also asked for forgiveness. Deborah will be 50%, Robert said never mind. And there was a leak on River Run that was repaired by Sonray company. Gloria made a motion for the frozen pipes to get 50%. Kimberly 2nd, approved.

**Staff Changes –**

Katy is left employment. Gloria has been working in the office. She now has Qwikwater and Quickbooks sort of figured out. We talked with several people to replace Katy. Gloria contacted Stephanie Mueller from Practical Accounting Solutions and she is willing to come and look at what’s happening and see if she is interested or can help us. Qwikwater wouldn’t help us because we owed them $500. Apparently they charge for every bit of support they give us.

Stephanie has given us a bid. We decided it would be good to do a two- or three-month contract.

Then both Stephanie and the Board can decide if it’s working. Justin entertained a motion for Stephanie Mueller to have a temporary contract.

Mike 1st for financial and bookkeeping services. Kimberly 2nd and approved. Gloria will work with her to get things going again. Stephanie also said she could hire someone to work in the office. We will let her do this for a month or so then we can reevaluate that part.

Gloria made a motion to have Stephanie do the office staff for three months then we will renegotiate. Mike 2nd it, approved.

Gloria also asked for a motion to Katy Fry off the bank accounts and add Stephanie Mueller.

Mike 1st , Kimberly 2nd. Approved. Gloria will try to work with the bank.

**Bank Update for new equipment**

Gloria took checks to the bank. She had so many the bank said they would order us a machine to immediately upload the checks to the bank. Because of the amount of checks, the bank will give it to us free. They will also waive the monthly fee of $30 for 4 months. I ordered it. Gloria also ordered a stamp for the back of the checks.

**Plant Operation\***

Bob passed out the water usage report. Mike is not leaving, Bob thinks. Jay will be taking over our plant. Bob said he has qualifications.

**Water User Forum\***

Our water users that came to the meeting asked questions on the rates and LID. They also asked about the lot combination. Justin said they should send the Board a letter that you want to combine. Takes a lot of time. They are interested in not having to survey. We thought we had another way to do it. We will look into that. Need a formal record of the lot combination.

**Treasurer’s Report \***

Kimberly gave the report.

Umpqua Checking – 467, 245

Umpqua Reserve Account – 6,428

Mountain West Flex Account - 220,819

**Review/Pay the bills \***

Justin asked for a motion to pay the bills. Mike, 1st, Kimberly 2nd, approved

**Justin asked for a motion to adjourn.**

At 7:26 Mike made the motion, Kimberly 2nd it, approved.

**Executive Session – The Board went into Executive Session.**