# NOTICE OF PUBLIC MEETING

Laclede Water District

208-255-4068

**Meeting Date 6/12/2024 at Laclede Community Center – 6:00pm**

**Bring the meeting to order \***

6:01 bring to order Dave 1st Gloria 2nd… passed

Those in attendance were Justin Roberts, Dave Stevens, Gloria Fletcher, Kimberly Swank. We also had Travis Hanson from the Mill and Bob Hansen from Water Management. Chuck Thompson was in the audience. Stephanie Muellar our Bookkeeper was also there.

**Approve Minutes from:**

May 8, 2024… Dave 1st, Gloria 2nd… approved

**Changes in Agenda**

Gloria said we should add the update from Brent Deyo of Ardurra. Justin commented that he had talked with Brent and will report. He also suggested this should be on the agenda every meeting.

**Old Business\***

**Update on Ordinance-By Laws**

Dave asked if everyone had time to read. Since not everyone had and we decided it would take longer to get through, it was decided a special meeting would be held on June 19th at 6:00 pm. Dave said we should send him our comments and he will add them.

**Jake Wray’s request for additional ERU’s**

We have two lot combinations. So that means we only have two lots available. Jake wanted 9. Jake can talk to Sally Ash for an additional. But then they will have to work through the Board if she is willing to relinquish any. Justin will call Jake and tell him to reach out to Sally. He can let us know her comments.

**Water Tank Comm upgrade status**

Justin talked with Brent. Justin told him to contact DC engineering and give us a proposal. We probably need to go to bid on the construction. Most expensive part will be the excavation. Justin talked with Rich McDonald to see if he was interested in doing the electrical part. Robert Newcomb is local and Dave said he will ask if he wants to bid on it. Justin thinks we should put an ad in the paper for bids. We have the scope of work from Ardurra. Justin thought we should put it in the office too. Bonner County has a place that people can go to for bids. We can pursue this option too.

**SAM Update**

Completed. Corp of Engineer got their update from the Feds and are good.

 Stephanie said they had made a payment.

**Office Update**

Lots of problems this month with the billing. Many people were double billed. Stephanie has encouraged us to go with a different billing software. She said she has used Easybill and would like us to consider it. She sent the link to look at but we just got it, so no one has looked. She explained what it would do. Gloria inquired about what the statement would look like. It’s a postcard. A little discussion over sending bills via postcard but we thought it was ok. Kimberly brought up the fact we just ordered envelopes with stamps. The envelopes can be used for other things. The paper that was ordered had not been sent and Gloria called the company today and the paper hadn’t been sent so she canceled the order. We will have to order postcards.

The cost was the next discussion. It will probably be about $200 a month including the postcards. Not including the mailing. Ordering post cards.

Stephanie said the bills would all be entered in Easybill and she would make a journal entry as income into QuickBooks instead of entering it twice. Stephanie also thinks the customer history report is easier to read.

They are working options for moving to the cloud. Also have an option for emailing bills.

She explained how she would handle the information. Stephanie had Easybill talk with Mueller software to make sure it works together. We just got a bill and Stephanie had paid it waiting for our signatures. We will void it. Dave made a motion to transfer from Quikwater to Easybill, and getting the post cards for the billing. Kimberly seconded the motion, passed.

Natalya will be putting information in an excel spreadsheet so in case we have problems, we will have a backup. She will be transitioning out of that position and Sean Mosqueda will be taking her place. He currently is working in Athol.

Stephanie will update the system this week, borrow some postcards from another location and use it for the next billing cycle. She also explained the problems we had with the software. She has a letter that she would like emailed out to our customers. She also wants it on the web site. She will send Gloria the letter to use.

**Update on Check Deposit**

That has been installed and is working. Right now it is free for initial use. And we think it may be free forever. If not, it’s $30 a month.

**Manley Creek hookup**

Moved till next month. Extend the boundary, maybe. Must be approved by DEQ. Justin will try to do it for next month.

**Genswien account**

They called Justin again. Wanted more forgiven. We looked up what we had forgiven.

 We forgave him $2157.76. Gloria will send them an email.

**Board Resignation –**

Mike Kauffman has sent that he is interested resigning. We will need Mike’s final resignation. Charles (Chuck Thompson) came to the meeting and said he is interested in being on the Board. He gave us a little background on himself. Discussion on what the Board position will entail.

**New Business\***

**Ardurra’s update -**

Brent Deyo sent an update for us today. Mostly on the DC Engineering update. It was mostly about soil work at the plant. Now we are going deeper. So because we changed the design they did not go deep enough. Need more soil samples. This will be an additional $12-14,000. They are OK with the tanks but if we are going to do it again at the plant, we should go deeper at the tanks too. Dave moved that we follow Brents advice for additional GEOTec. Kimberly second. All… approved. Justin will let Brent know.

**Plant Operation\***

Bob Hansen gave us his report. He told us we are 100k under last year. Used 7,274,100 Source water protection plan got an approval from DEQ. He will send a report for us to keep at the office. Nothing new to report.

**Water User Forum\***

Travis said the plants bills are still goofed up. No water usage at all. He said it did take off his late fee but the bills are still not correct.

**Treasurer’s Report \***

 **Umpqua Checking $441,652.56**

 **Umpqua Reserve Acct $16,542.66**

 **Mountain West Flex Account $223,189.48**

**Review/Pay the bills**

Gloria made a motion to pay the bills, 2nd Dave…. Approved.

It was noted that the list of bills to be paid had checks for the Board. No checks were included for either meeting of May 2nd and May 8th.

**Adjournment -**

**7:00 meeting adjourned.** Dave made a motion, Gloria 2nd. Approved.

**Special Session**

Result of special session… We have signed Stephanie’s contract for Bookkeeper.