

MINUTES
La Pine Water District
Board of Directors Meeting
June 6, 2002

Those present were LWD Board members BarbeAnn Nelson-Dodson, Kitty Shields, Brian Earls and James Newton. Also present were Dick Nored, H.G.E., Cindee Gannon, LWD Admin. Assistant and guest Sharon Van Wormer representing the Deschutes Children's Foundation at La Pine Community Campus.

A quorum was established and the meeting was called to order by President BarbeAnn Nelson-Dodson at 1:03 p.m.

Minutes of previous meetings: Brian Earls made a motion to approve the minutes of the May 28, 2002 Board of Directors meeting as presented. Second by James Newton. **Motion carried.** Brian Earls made a motion to accept the minutes of the May 28, 2002 Budget Committee meeting as presented. Second by James Newton. **Motion carried.**

Guests: Sharon Van Wormer, Deschutes Children's Foundation, La Pine Community Campus was present to address the Board. She inquired about what to expect for water service rates after the water system is in and the billing process begins. The Board gave her an estimated rate, but requested that she submit her request in writing so that the LWD can give a more accurate accounting of future rates.

Old Business: An update on an agreement with Neal Russell was not available. BarbeAnn will contact Mr. Russell and attorney Ken Jones prior to the next meeting and report findings then.

New Business:

Employee Relations: Now that the Board has hired an Administrative Assistant, it was suggested that a complete job description is necessary. The Board asked Cindee Gannon to develop a form listing duties and responsibilities prior to the next meeting. Kitty suggested that Cindee contact other water districts in the state for copies of job descriptions for similar positions as an example and guide.

With the hiring of an Administrative Assistant, pay periods also need to be established. Cindee suggested the following schedule: Time worked between the 1st – 15th of the month to be paid on the 25th and time worked between the 16th – 31st of the month to be paid on the 10th of the following month. The Board agreed that this would be a suitable schedule. Kitty will make contact with a local CPA to discuss setting up all of the necessary accounts with state and federal agencies for payroll withholdings/taxes. Whether Cindee processes the payroll or it is contracted out to a local firm will be determined after Kitty reports back with information from the CPA.

Brian Earls made a motion that the Administrative Assistant would be paid \$8.00 per hour to start. Second by Kitty Shields. **Motion carried.**

Dave Crider dropped off a sample contract for the Operator position. Cindee was asked to re-type the sample and make changes to identify LWD as employer prior to the next meeting.

System Operating Manuals: Kitty suggested that we now consider the purchase of system operating manuals. After discussion it was decided that Kitty will gather all of the information and order forms and report back at a future meeting regarding what is available and cost.

Building Project: James Newton made a motion to approve the previously discussed enlargements to the building at Wm. Foss Reservoir site. Foss Reservoir Site to include offices and meeting room, bathrooms and a work bay with mud room, utility sink and toilet. (This was originally the pump station building.) Second by Brian Earls. **Motion carried.**

Well Site: James Newton made a motion to upgrade the water improvement to add a second well and second building for the second well. Second by Brian Earls. **Motion carried.**

Water Lines: Dick Nored reviewed a map of the water system lines to show which lines should be increased in diameter. This would be a change notice to Schedule A if approved.

Brian Earls made a motion to upsize and extend lines on Schedule A as per the engineer's recommendations. Second by Kitty Shields. **Motion carried.**

Meter Setters: Dick Nored reviewed a handout showing the cost of upgrading the meter setters and adding dual check valves to Schedule A. This would be an added amount \$80,973 to Schedule A.

Brian Earls made a motion to upgrade to 27" meter setters, dual check valves and 36" meter boxes. Second by James Newton. **Motion carried.**

H.G.E. Agreement: Dick Nored discussed with the Board the additional costs that would be incurred by his firm in order to carry out the project upgrading as discussed in today's meeting (adding a well and well building, modifying the building at the Wm. Foss Reservoir Site and the planning to upgrade the line size and meter setting size, etc.). Dick handed out Amendment #2 to the H.G.E. agreement for review.

Brian Earls made a motion to approve the Amendment #2 to the H.G.E. agreement between LWD and H.G.E. as presented. Second by Kitty Shields. **Motion carried.**

Project Contracts: Contracts with project contractors require two signatures by the Board, but Board position was not assigned. Therefore, Brian Earls made a motion to give BarbeAnn Nelson-Dodson, together with any other Board member, the authority to sign the contracts between LWD and the contractors for the construction of the water system improvement and to proceed with construction. Second by Kitty Shields. **Motion carried.**

Payment of Contractor Invoices: At the contractor's meeting it was discussed that all requests, from the contractors, must be submitted by the 25th of each month. These will

be submitted to Dick Nored. He will review and approve and forward copies to LWD and RUS. Cindee will prepare a Project Monitoring Report and submit to RUS, with copies of the invoices, for approval. Cindee will develop a system to notify H.G.E. of actual payments made in order to verify amounts and keep in balance with H.G.E. accounting.

Brian Earls made a motion to give Cindee Gannon the authority to request approval for payment and proceed with payment of contractor invoices after approvals have been received from H.G.E. and RUS. Second by James Newton. **Motion carried.**

Payment of Bills: Brian Earls made a motion to accept bills as presented and authorize payment. Second by James Newton. **Motion carried.**

Meeting adjourned at 2:15 p.m.

Respectfully submitted by:

Cindee Gannon
Admin. Assistant
La Pine Water District