

MINUTES
La Pine Water District
Board of Directors Meeting
July 9, 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., Ron Cogswell, H.G.E., Lee Smith, LIGI, Jim Gustafson, La Pine RFPD and Cindee Gannon, LWD Admin. Assistant.

A quorum was established and the meeting was called to order by President BarbeAnn Nelson-Dodson at 1:09 p.m.

Minutes of previous meetings: Brian Earls made a motion to approve the minutes of the June 25, 2002 Board of Directors meeting and July 2, 2002 Special Board of Directors Meeting as presented. Second by Kitty Shields. **Motion carried.**

Treasurer's Report: Kitty Shields made a motion to accept the Treasurer's Report as presented. Second by Brian Earls. **Motion carried.**

Guests: Lee Smith, LIGI, wanted to verify with the LWD Board, that LWD is still interested in purchasing LIGI property. If so, then an appraisal will be conducted to establish fair market value. The LWD Board confirmed that they are still interested in making the purchase. Mr. Smith indicated that Dana Bratten would conduct the appraisal within the next week.

Dick Nored, H.G.E., presented an agreement between LWD and PGE that requires signature by the Board President. This agreement is to allow LWD to conduct construction on PGE right-of-way and establishes how PGE lines will be crossed. Brian Earls made a motion to execute the agreement with PGE. Second by Kitty Shields. **Motion carried.**

Dick also presented preliminary plans for the pump station/office building that have been revised to add a second bathroom and mudroom.

Also discussed was the payment of timber taxes on the timber that was taken off of the well site and sold to a mill. Dick indicated that the contractor is responsible for the payment of the taxes. It was explained that the State Notification of Operations permit was completed to show LWD as taxpayer. Dick will discuss this with Jack Robinson and Sons to clarify. Dick will direct the contractor to contact Cindee so that a correction to the Notification of Operations permit can be made and that the correct party pays the taxes.

Old Business:

Neal Russell Agreement: No updates to report.

Operator Position Description/Terms: This item was tabled until a future meeting. It was noted that the help wanted advertisement for this position was placed in The Bulletin and the Frontier Advertiser.

Administrative Assistant Job Description/Terms: Kitty Shields made a motion to approve the Admin. Assistant position description with the addition of fiscal duties of production of monthly balance sheets and P/L statements to the document. Second by Brian Earls. **Motion carried.** Brian Earls made a motion to approve the pay schedule as a guideline for future pay raises and pay issues to be used for the Admin. Assistant position and future employees. Second by Kitty Shields. **Motion carried.**

Annual Audit Agreement: Cindee contacted Harrigan Price and Fronk to determine if an agreement was still in effect, to include work performed earlier (establishing some internal controls) as part of the FY 2002 audit. She was informed that that agreement was, in fact, still in place. Kitty Shields made a motion to sign and return the contract with Harrigan Price and Fronk and initiate the first audit. Second by Brian Earls. **Motion carried.**

Cindee was directed to purchase the QuickbooksPro 2000 software needed to prepare for this audit.

Project News Release and FACT Sheet: Cindee has started to compile information for the FACT sheet, but has not had time to complete it. BarbeAnn and Kitty indicated that they would be available to help research information for the document. Cindee, with assistance from BarbeAnn and Kitty will work on this and get it completed prior to the next Board meeting.

LIGI Land Purchase: See above report by Lee Smith in section titled "Guests".

Water System Billing Software: Cindee did additional research and found that the billing software is not a part of any of the contract schedules. She has made some inquiries regarding recommended software packages. Ice Fountain Water District (Hood River) is using Centennial and highly recommends the program and the support received. Cindee has been invited to Hood River to view the software in use. Cindee was given approval to schedule a time with Ice Fountain Water District to view this software. Cindee was reminded to keep her gas receipts to turn in for reimbursement and record all work/travel time for this trip.

Ordinance Change: Over two months ago revisions were being made to Ordinance No. 2001-1. However, due to several factors, these revisions were never finalized. BarbeAnn asked the Board members to take a copy of the revisions home for review and be prepared to discuss this issue at the next Board meeting.

New Business:

Computer Upgrade and Maintenance: Kitty proposed that we have CNS Computers install a CD burner, cable and install the scanner and clean unwanted/not needed junk files and software off of the computer hard drive. Cost estimate is \$220, depending on the amount of hard drive cleanup required. Cindee was directed to schedule a time to have this work completed.

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

Correspondence List: The correspondence list was reviewed. Site Plan Review requests and public hearing notices were given to Dick Nored for review.

District Map: The District map that was on the wall at the old office location is still there. It needs to be picked up and delivered to the current office location. James agreed that he would take care of getting the District map transferred to the new office.

Meeting adjourned at 2:40 p.m.

Respectfully submitted by:

Cindee Gannon
Admin. Assistant
La Pine Water District