

MINUTES
La Pine Water District
Board of Commissioners Meeting
July 30, 2002

Those present were LWD Board members BarbeAnn Nelson-Dodson, Kitty Shields, Brian Earls, Richard Pelissey and James Newton. Also present were Dick Nored, H.G.E., 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 1:05 p.m.

Minutes of previous meeting: Brian Earls made a motion to approve the minutes of the July 9, 2002 Board of Directors meeting as presented. Second by Kitty Shields. **Motion carried.**

Guests: Dick Nored, H.G.E., presented an updated contract between LWD and H.G.E. as reviewed and approved by Rural Utilities Services. The LWD Board, at a previous meeting, granted approval for this update. Brian Earls made a motion to accept, approve and sign this contract update as presented. Second by Kitty Shields. **Motion carried.**

Dick also updated the Board on the status of all of the contractors. The well drilling should be starting today. Bill Booker wants to get started within the next two weeks, while Tapani wants to wait until fire season is over before starting work on the transmission lines.

Old Business:

Neal Russell Agreement: LWD received a draft agreement from the attorney via fax today. The Board reviewed all of the clauses in the agreement and felt that they are all satisfactory. BarbeAnn will meet with Neal Russell to review the draft agreement and if he is in agreement the Board will direct the attorney to finalize the agreement.

Operator Position: The Board reviewed the resumes received. After much discussion, the Board has decided not to fill this position at this time. Cindee was instructed to prepare acknowledgement letters to the applicants, for BarbeAnn's signature. Additional checking with other local water districts (Ponderosa Pines, Sunriver Utilities) will be done to see what they have done to advertise and fill their operator positions.

Project News Release and FACT Sheet: Cindee presented a draft FACT sheet for review. Cindee was asked to verify the statement that there is no hookup fee for existing residences and business to the new water system. Once verified or changed this FACT sheet can be used as a handout when the public requests information. It was noted that this should be considered a "living" document and can change as updates to rates/fees, resolutions and/or ordinances occur.

LIGI Land Purchase: There was no new information to report.

Water System Billing Software: Cindee reported on the trip to Hood River that she and Kitty Shields made to review the Continental billing system that the Ice Fountain Water District uses. Cindee reported that it is everything that it was described to be – an input screen for each transaction with prompts to assist in setup. The system produces many types of reports, both in hard copy and on screen and tracks all transactions for current and historical purposes. Cindee and Kitty also obtained copies of most of the forms, ordinances and fee schedules adopted by Ice Fountain Water District.

Cindee reported that she has received current hardware specifications required for running this program and the LWD would need to purchase a laser jet printer, battery backup unit and PC Anywhere software. All other computer hardware/software currently in place is adequate. Cindee has also received a current price quote for the Continental billing software. The total cost (less shipping) is \$5,118. This would include two days of training. Kitty Shields made a motion for Cindee to place the order for the Continental billing software. Second by Brian Earls. **Motion carried.** Kitty made a motion to purchase the 4000 series HP LaserJet printer rather than the lower level series. Second by Richard Pelissey. **Motion carried.**

Ordinance Change: This item was tabled until the next LWD Board meeting. Cindee is to call the Special Districts Association of Oregon and check on the legality of the collection and disbursement of service deposits.

Fire District Water Charge: At the April 16, 2002 LWD Board meeting, charges for water service for the La Pine Rural Fire District were discussed. The Board agreed that \$100 per month in addition to the charge for the building would be a fair sum. They were to make this decision final at their next meeting. However, this decision was never finalized.

The Board discussed this item, in particular, how they arrived at their original decision. It was decided that their original agreement would stand. Brian Earls made a motion to charge a flat fee of \$100 per month for water used outside of the La Pine Water District by the La Pine Rural Fire District. Second by Richard Pelissey. **Motion carried.**

New Business:

Worker's Compensation Insurance: Now that the LWD has an employee, worker's compensation is required. Cindee has worked with the Board's insurance agent to obtain Worker's Compensation Insurance through the Special Districts Association of Oregon. Obtaining insurance requires a Resolution, which has been prepared and numbered as Resolution No. 2002-4. Brian Earls made a motion to accept Resolution No. 2002-4 – Special Districts Association of Oregon Insurance Service – Worker's Compensation Insurance. Second by Kitty Shields. **Motion carried.**

La Pine Chamber of Commerce Membership: This item was tabled until a future meeting.

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

Correspondence List: The correspondence list was reviewed. No action was required.

Meeting adjourned at 2:42 p.m.

Respectfully submitted by:

Cindee Gannon
Admin. Assistant
La Pine Water District