

**MINUTES**  
**La Pine Water District**  
**Board of Commissioners Meeting**  
**September 10, 2002**

Those present were LWD Board members BarbeAnn Nelson-Dodson, Kitty Shields, James Newton, Brian Earls and Richard Pelissey. Also present were Dick Nored, H.G.E., Ron Cogswell, H.G.E., Candace Fronk and Kara Pardue of Harrigan Price Fronk & Co., and Cindee Gannon, LWD Admin. Assistant.

A quorum was established and the meeting was called to order by President BarbeAnn Nelson-Dodson at 1:01 p.m.

A brief tour of the well site took place at 12:00 p.m. Dick Nored gave a handout showing the pumping capacity of well number one. Those in attendance at the tour were Board members Kitty Shields and Brian Earls. Also attending were Dick Nored and Ron Cogswell of H.G.E., Candace Fronk and Kara Pardue of Harrigan Price Fronk & Co. and Cindee Gannon, LWD Admin. Assistant.

**Minutes of previous meetings:** Richard Pelissey made a motion to approve the minutes of the August 27, 2002 Board of Commissioners meeting as presented. Second by Kitty Shields. **Motion carried.**

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

**Guests:** Dick Nored, H.G.E., updated the Board on the progress of the construction project. Well #1 has been developed and has the capacity for 1000+ gallons per minute. They will put a pump on the well that will pump around 700 gallons per minute. He requested Board approval to take Well #2 down to 250 feet or farther in order to get an adequate water supply. Brian Earls made a motion to allow the well driller to drill to at least 250 feet, but not exceed 280 feet without Board approval. Second by Kitty Shields. **Motion carried.**

Dick also requested approval to abandon the "Gisler" well if Well #2 produces an adequate water supply. Kitty Shields made a motion to allow the abandonment of the "Gisler" well if Well #2 is deemed to produce an adequate water supply. Second by Richard Pelissey. **Motion carried.**

In a discussion regarding needs for the office building site on Wm. Foss Road, Dick expressed to the Board the need for sewer service to this site. Dick has contacted La Pine Special Sewer District regarding the installation of sewer line to this site. He stated that there is a need to evaluate the cost of having LSSD do the work or having the work done by one of the contractors working on the water system project. Brian Earls made a motion to allow Dick Nored to collect data, evaluate and compare pricing for installing sewer lines to the Water District office building site. Second by Richard Pelissey. **Motion carried.**

Ron Cogswell, Project Inspector reported that Well #2 is currently at 200 feet with casing to 150 feet. Also, the fence and gate will be installed soon and the gate will need to be locked to ensure security at the well site. The Board indicated that the lock on the gate should belong to the contractor at this time. When all work is completed at the site, then the District will replace the contractor's lock with one of their own. The Board does not wish to have a key to the contractor's lock at this time.

#### **Old Business:**

Presentation of FY 02 Audit Findings: Candace Fronk and Kara Pardue of Harrigan Price Fronk & Co. presented the findings of the FY02 Audit that has now been concluded. Their report to the Secretary of State will indicate that based on their review and findings that all records were in order and this is considered a "clean" report. In their letter to the Board they indicate that special attention needs to be given to internal controls as a result of minimum number of employees to handle all financial aspects of the District. A complete copy of the audit and letter to the Board is now on file at the District office. James Newton made a motion to accept and approve the audit report as presented. Second by Richard Pelissey. **Motion carried.**

Neal Russell Agreement: BarbeAnn reported that she would work with Cindee, next week, to put a Personal Services Contract together for Neal Russell to continue as interim operator on the Russell Water system, after the Russell Water System business is purchased by LWD. This will be completed prior to the next regular scheduled Board meeting on September 24, 2002.

Operator Position: James Newton reported that he has not been able to make contact with Mr. Dave Crider regarding his availability to act as LWD Water System Certified Operator when the Russell Water business purchase takes place. James will continue to try to make this contact. BarbeAnn stated that Neal Russell has given her the name of another person that may be available and willing to act in this capacity if Mr. Crider is unavailable.

LIGI Land Purchase: LIGI informed the Board, by fax, today that they have received a draft copy of the land purchase contract from their attorney. They have a Board meeting scheduled for later today (9/10/02) and will review the draft contract. The final agreement should be ready in about two weeks.

#### **New Business:**

La Pine Chamber of Commerce Membership: This item was discussed and the majority of the Board members do not wish to have the Water District enter into a membership agreement at this time. This may be addressed again next year.

Public Relations Representative for the District: It was discussed some time ago that one person should represent the District for public relations purposes to work with the media and prepare press releases. After much discussion it was decided that Kitty Shields would be the primary Board representative for this purpose. If Kitty were unavailable, Brian Earls would be the next Board member to be contacted for public relations business.

Notice to Proceed – Schedule “A”: The Board was presented with Notice to Proceed documents for Bill Booker Construction – Schedule “A”. Upon signing this would start the 250-day clock for this portion of the construction project. The Notice to Proceed would be effective on September 9, 2002. Brian Earls made a motion to execute the Notice to Proceed for Bill Booker Construction – Schedule “A”. Second by James Newton. **Motion carried.**

Ordinance #2001-1 vs. Resolutions for Fees and Charges: BarbeAnn explained that Cindee has taken Ordinance 2001-1, that the Board made revisions to and finalized at the last Board meeting, and compared all of the financial statements in this Ordinance to the Resolutions to ensure that all fees and charges were addressed in a Resolution. She found that some fees/charges as set forth by Ordinance were not addressed in a Resolution and that some fees/charges existed in a Resolution that have not been established by Ordinance. There are also a few other areas in both the Ordinance and Resolution that require more clarification before they can be finalized. She has developed a listing of these discrepancies for the Board to review and resolve.

It was decided that the Board members needed time to review the Ordinance and Resolutions documents that were presented and that a Special Board Meeting would be scheduled to work on this issue. The Special Board Meeting was scheduled for September 16, 2002 at 1:00 p.m.

**Payment of Bills:** James Newton made a motion to approve Partial Pay Estimates #2 for both Bill Booker Construction and Jack Robinson & Sons, Inc. Second by Richard Pelissey. **Motion carried.** Kitty Shields made a motion to approve for payment all other bills as presented. Second by Brian Earls. **Motion carried.**

**Correspondence List:** The correspondence list was reviewed. Action is required on one item, at this time – the signing of a new form required by Deschutes County for new structures to verify a domestic water source for properties within a water district. The request, submitted by Barsonberg L.L.C. was approved and signed.

Meeting adjourned at 2:23 p.m.

Respectfully submitted by:

Cindee Gannon  
Admin. Assistant  
La Pine Water District