

MINUTES
La Pine Water District
Board of Commissioners Meeting
January 7, 2003

Those present were LWD Board members BarbeAnn Nelson-Dodson, Kitty Shields, Richard Pelissey and Brian Earls. Also present were Stan Russell and Donna Blatnik, LWD Admin. Assistant.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:06 p.m.

Minutes of previous meetings: Kitty made a motion to approve the minutes of the December 10, 2002 Board of Commissioners meeting as presented. Seconded by Richard. **Motion carried.**

Old Business:

Ordinance 2003-1: The first reading of the Ordinance took place.

BarbeAnn told the Board that she and Donna had gone through the resolution references in the Ordinance and checked to make sure resolutions existed for each instance mentioned. The sections that need to be addressed are sections 10, 13, 15 and 25. Section 8. Mandatory Connection needs to have included in it the fact that all customers in the District are required to pay the basic monthly fee no matter if they use the water or not. Donna will draw up the necessary resolutions or make the necessary changes to ensure consistency throughout the Ordinance. Board members will need to pick up the resolutions from the LWD office by noon on Thursday, January 9 and let Donna know their opinions by Friday, January 10.

BarbeAnn brought up the issue of the store-front policy. She felt the board had agreed to leave this clause in the Ordinance just in case the District decided to institute this policy. Richard agreed with BarbeAnn. Kitty noted that Ken Jones, the District's attorney, felt the policy may be cumbersome and Ken Durrell of RUS stated the District would be covered in the event of excessive use by changing the EDUs assigned to that building. Kitty felt a re-vote was necessary.

Richard made a motion to add the store-front policy clause back into the Ordinance under Section 9. Classes of Service, subsection b. Commercial Service. Seconded by BarbeAnn. Kitty was opposed. **Motion carried.**

BarbeAnn asked about the Establishment of Credit section. She stated that in a letter to Carolyn Connelly dated August 19, 2002 the Board agreed to remove that section and asked if the Board would like it to stay in the Ordinance or be removed. Citing advice from Carolyn in a subsequent letter, Kitty made a motion to leave in Section 13. Establishment of Credit. Seconded by Richard. **Motion carried.**

BarbeAnn had Donna make changes to Resolution 2001-3 to show charges and fees necessary to reconnect after disconnect for non-payment. Those charges are the past due amount plus \$27.34 per month while disconnected. Changes were also made to Resolution 2001-3 that were discussed at a previous meeting.

Questions from Carolyn Connelly: The Board reviewed a copy of an e-mail response sent to Donna regarding a question she asked Carolyn. The question was whether or not the District could charge customers the monthly fee after they'd been shut off for non-payment as this charge is required by the District to payoff the loan from RUS. Donna will send Carolyn a response asking simply if it is legal or not to do this. Donna will also send an e-mail to Ken Durrell asking him the same thing.

Letter to Grace Miller re: Service Installation Charges: The Board reviewed the letter Donna typed up to send to Grace Miller.

New Business:

Training for Billing Software: Donna will contact Continental Billing Systems to find out how many people from the District can participate in the training and how long in advance we need to schedule. Kitty and Brian would like to participate in the training if possible.

Expenses Not Covered by Grant Money: At BarbeAnn's request, Donna asked Ken Durrell what expenses, if any, would not be covered by grant money. Ken sent an e-mail response stating that operating expenses, such as payroll, office supplies, etc., would not be covered by grant money. Donna forwarded this e-mail to Dick Nored and he replied that he would help the District however he could to work around this. Ken also responded that we can save some of the interim financing funds to cover these O&M costs.

Taking Over Russell Business/Hiring Operator: Brian suggested hiring a contractor to fill the position of Operator. Kitty felt we should have income from Neal's business to justify the purchase of it. BarbeAnn has talked to Neal about his continuing to run the water system and he said he would charge us approximately \$800.00 per month. BarbeAnn stated a certified operator will be needed to sign off on any necessary documents. Neal is not qualified to do this. She figures it would cost approximately \$200.00 per month for someone to sign off as needed. She felt that as soon as people started hooking up to the system, we may need someone full time. She asked Donna to contact the employment department and SDAO regarding hiring a level 1 operator. Donna will also find out the cost of health benefits from Rex Lesueur.

Expo Park Proposal: BarbeAnn spoke with John Taylor of La Pine Parks and Recreation District about the Expo Park Proposal. John wanted the District to decide as a District whether the proposal was acceptable. BarbeAnn told John that she felt this was a public decision, not a decision to be made by the Water District Board.

Reimbursement to Kitty: Brian made a motion to reimburse Kitty \$40.00 for costs incurred not covered by loan money as soon as the District begins to generate income. Seconded by Richard. **Motion carried.**

Election Information: Election information for Kitty and BarbeAnn was given to them. Both of them will run again in the election to be held May 20, 2003.

Payment of Bills: Brian made a motion to pay all bills as presented to the Board. Seconded by Richard. **Motion carried.**

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 2:46 p.m.

Respectfully submitted by:

Donna Blatnik
Admin. Assistant
La Pine Water District