

MINUTES
La Pine Water District
Board of Commissioners Meeting
July 8, 2003

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter, Brian Earls and James Newton. Also present were Dick Nored – HGE, Larry Armstrong, Kitty Shields, Sylvia Shields, Rhoda Holmes, Cecil Ott, Tom Scott – Crescent Water Association, Jeff Freund – Deschutes County Registered Sanitarian, Gretta Gerdau and Donna Blatnik, LWD Admin. Assistant.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:00 p.m.

Minutes of previous meetings: James made a motion to approve the minutes of the June 24, 2003 Board of Commissioners meeting as presented. Seconded by Dennis. **Motion carried.**

Guests: Rhoda Holmes asked the Board if there was any way she could get assistance to pay for the installation of water lines from the meter to her home as she is on a fixed income. BarbeAnn explained that Rural Development and COCAAN have loan and grant programs that will help. Donna will provide more information to Rhoda as soon as she gets it.

Jeff Freund of Deschutes County attended the meeting to talk about hiring an operator. He recommended having an operator for sign off purposes and having someone locally to do the hands-on work. It would save the District the expense of hiring a full-time certified operator since a local person wouldn't be paid the same rate as a certified operator. He stated the importance of remedying this situation as soon as possible. James offered to contact Dave Crider of Crescent Water Association to see if he will work as our certified operator. Brian will contact Christmas Valley to see if their operator will help. Donna will contact Roger at the City of Bend to see what kind of offer they are willing to give the District.

Jeff also pointed out deficiencies in the Sanitary Survey he conducted along with the help of Gary Burnett. They are: lack of an operator and the overflows and drains at the Russell water tank. Dick pointed out that Gary approved the plans for Neal for the water tank so it should be fine as it is.

Old Business:

Construction Update: Reservoir – Dick reported that the paint on the inside of the reservoir was in worse shape than initially thought. He has asked Larry Pearce of Huggy Bear Painting to work as the supervisor of the repainting project for 2 to 3 days until the repainting project is complete. Larry feels part of the problem with the paint was that the slag was not completely removed by the welders. Dick met with the manufacturer of the paint and they are willing to help out with the problems as some of the problem is with the paint itself.

Tapani is scheduled to start their portion of the testing on Monday.

BarbeAnn stated her concerns that construction is being rushed and would like to make sure time is taken to do it right and that schedules should be pushed back if necessary. Dick stated he is trying to accommodate Bi-Mart's need for water prior to opening. All board members agreed with BarbeAnn.

The tank needs to be disinfected and cleaned before filling. Dick will push Tapani back 1 week to accommodate the painting and drying. After Tapani is done, Booking will begin testing, flushing and disinfecting. The water line to Bi-Mart will be done first. Booker will be able to complete 2 to 3 blocks per day and will need to be here for 1 more month.

Dick reported that someone shot the power pole at the reservoir site and caused a small fire. Midstate Electric has repaired the problem.

Plans Review Fee: BarbeAnn asked all Board members to please think about ways to charge for this that is fair to customers and the District.

New Business:

Swearing In of New Board Members: BarbeAnn and Dennis took their oaths of office for new 4-year terms. Richard Pelissey gave his verbal resignation to BarbeAnn and will provide a written resignation within the next week. James made a motion to accept his resignation. Seconded by Dennis. **Motion carried.** Dennis made a motion to appoint Gretta Gerdau as Richard's replacement in position no. 4. Seconded by James. **Motion carried.**

Office Elections: BarbeAnn stated her desire to remain as President until the end of the construction phase. She asked Brian if he would like to be the Secretary/Treasurer and James if he would be Vice President. Dennis made a motion to accept the officers as nominated. Seconded by James. **Motion carried.**

Donna's Job Title: BarbeAnn stated the need to change Donna's job title due to the changing scope of work. Brian made a motion to change Donna's title to Operations Manager. Seconded by Dennis. **Motion carried.** Tom Scott with Crescent Water suggested Donna take a water distribution course offered by California State. Dennis made a motion to allow Donna to take the course if the cost is under \$80.00. Seconded by Brian. **Motion carried.**

FY02-03 Audit – Letter from Harrigan Price Fronk: Brian will review and sign the letter from Harrigan Price Fronk outlining the procedures for the FY02-03 audit.

Engineering Inspection Budget – HGE: Dick presented the Board with the need to extend Ron's portion of the budget. BarbeAnn feels the cost for extending Ron should come from the contractors who caused the project to drag on. She feels the contractors need to be made aware of the situation. Dick said the problem is that the contractors didn't begin working simultaneously. He has adjusted some rates charged to the District by HGE, but \$30,000.00 is still needed to cover Ron. Brian made a motion to extend the inspection portion of the budget by \$30,000.00. Seconded by Dennis. **Motion carried.**

Security at Well Site: BarbeAnn asked all Board members to please think about ways to ensure security at the well site.

Letter to CnS Computer re: Warranty Work: BarbeAnn asked Donna to please write a letter to CnS Computer inquiring as to the warranty period on the computer the District purchased and if there was any warranty work/maintenance that should have been performed.

Questions to District in Writing: BarbeAnn would like any questions to the District put in writing and presented to the Board to ensure a proper paper trail. All Board members agreed.

Change of Regular Meetings: James brought up the discussion of changing the District's regular Board meetings to once per month. BarbeAnn, Dennis and Brian would like them to remain at twice monthly until construction is complete.

Signature Card – Community First Bank: All Board members must sign a new signature card at Community First Bank.

Payment of Bills: James made a motion to pay all bills as presented to the Board with the exception of the bill for computer repairs from CnS Computer. Seconded by Brian. **Motion carried.**

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 2:20 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District