

MINUTES
La Pine Water District
Board of Commissioners Meeting
July 29, 2003

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter, Brian Earls, Gretta Gerdau and James Newton. Also present were Dave Crider, Kitty Shields, Dick Nored – HGE and Donna Blatnik, LWD Operations Manager.

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 July 8, 2003 Board of Commissioners meeting as presented. Seconded by Dennis. **Motion carried.**

Guests: BarbeAnn asked Kitty if she had any business she would like to discuss. Kitty responded that she didn't at the present time.

Old Business:

Operator: Dave Crider agreed to be employed by the District as a part-time temporary Water Distribution Level 1 operator. James, Brian, Gretta and BarbeAnn reviewed and signed the employment contract prior to today's meeting. Dennis and Dave signed it today. The City of Bend faxed us their bid of approximately \$32.00 per hour and the operator from Christmas Valley decided to not submit a bid. Dave's bid was the lowest at \$16.00 per hour and \$0.36 per mile. Dave asked that we omit the condition in the agreement that he would be responsible for backflow testing, but he will maintain the cross connection program. All Board members agreed. Dick stated it's best if property owners pay for their own backflow testing. Dave requested a copy of the section in Ordinance 2003-1 that addresses the cross-connection program. He also needs to know who is programmed into the auto dialer at the well site.

FY02-03 Audit: Donna reported that Kara Pardue with Harrigan Price Fronk will be in the office August 4-5, 2003 to conduct the FY02-03 audit.

Joining OAWU: Donna received information from the Oregon Association of Water Utilities on joining. If the District joins prior to having connections, our fees would only be \$75.00 instead of the usual \$75.00 plus \$0.17 per connection. Brian made a motion to not join OAWU at this time. Seconded by Dennis. **Motion carried.**

Construction Update: Dick reported that Neal's water had been flushed out and the little reservoir on Hinkle and Wm Foss has been drained and will be refilled today with the District's water.

He also reported that Jim Court and Jim Gustafson with the Fire District want Bi-Mart to have 1,500 gpm for fire service prior to giving their OK.

Testing will begin on Coach Road tomorrow (7/30/03).

Water will be supplied to Bi-Mart via Finley Butte, then Huntington.

The connection at Huntington and First Street will be done at a later date, as it needs more work done due to depth of the existing lines.

Dick reported that plans for the office would be back to RD next week. BarbeAnn stated the importance of having an office and worried that the bid will be too high and expansion to Wickiup may have to be put on hold. Dick felt the bid packages should be ready by the end of August. There were minor changes to be made to the existing plans to accommodate the office. The contractor on the project, Vern Bishop, has been helpful in making these changes. Dick will also look into the cost of putting up a secure payment box outside the office.

New Business:

LGIP Authorization Document: Donna provided the Board with the new signature letter to be sent to LGIP. All Board members and Donna signed.

Antivirus Software – needs updated: Donna reported that the anti-virus software on the District’s computer needs to be updated. Gretta made a motion to update the current software. Seconded by Brian. **Motion carried.**

Purchase of Billing Cards: Donna gave the Board the figure for purchasing billings cards. It will cost approximately \$250.00 per 2,500 cards, plus shipping, and a \$50.00 set up charge. Brian made a motion to purchase the billings cards. Seconded by Gretta. **Motion carried.**

Meeting in Bend re: Wickiup Annexation: James will attend the meeting on July 30 in Bend as a representative of the District. Dick stated he will also be attending for Deschutes County.

Letter to Customers: BarbeAnn and Donna will work on the 60-day hookup notification letter to be sent to customers.

Sewer District Proposal: Dennis informed the Board that the Sewer District is in a position to hire a shared employee. The Sewer District would pay for the Water Distribution level 1 operator training and the Water District would pay his/her wages. Each district would have an operator and would share an employee to assist each operator in the field.

Future Board Meetings: BarbeAnn suggested possibly having meetings once per week for the next month or so. Other Board members would like to keep them schedule for the second and last Tuesdays.

Payment of Bills: Dennis 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 James. **Motion carried.**

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 2:07 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District