

**MINUTES**  
**La Pine Water District**  
**Board of Commissioners Meeting**  
**September 9, 2003**

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter, Brian Earls and James Newton. Also present were Rhoda Holmes, Kitty Shields, Kandi Fronk – Harrigan Price Fronk, Kara Pardue – Harrigan Price Fronk, Grace Miller, Elaine Brown, Dick Nored – HGE, Dave Crider – Operator and Donna Blatnik – 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 August 26, 2003 Board of Commissioners meeting as presented. Seconded by Dennis. **Motion carried.**

**Guests:**

Grace Miller attended to explain that she will be going to Arizona for the winter and won't be able to get the line installed before she leaves. She asked if it would be possible to wait until spring. BarbeAnn explained that extensions might be possible on a case-by-case basis. If customers aren't hooked up by the extension date, they may be charged the SDCs that are being waived at this time.

Rhoda Holmes asked when will she be able to hook up to the water system and if the water pressure will have any affect on older iron pipes. BarbeAnn explained that there should be no problems with the older pipes and that she will be able to hook up within the next few days. Rhoda also asked about a 24-hour contact for customers with emergencies. BarbeAnn said there would be an emergency contact number available.

**Old Business:**

*FY02-03 Audit – Presentation of Findings:* Kandi Fronk and Kara Pardue of Harrigan Price Fronk presented the findings of the audit. Their report to the Single Audit Clearinghouse and the Oregon Secretary of State will indicate that based on their review and findings, all records are presented fairly. In their letter to the Board they indicated that special attention needs to be given to internal controls as a result of a 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 made a motion to accept the audit findings. Seconded by Brian. **Motion carried.**

*Connection Letter/Application:* The Board reviewed the 60-day notification letter to customers and the Application for Water Service Donna prepared. It was decided that customers who haven't connected within the 60-day period would be required to begin paying the water bill for the month the 60-day period ended. Brian made a motion to approve the letter and application and begin sending them out to customers who have their meters installed. Seconded by Dennis. **Motion carried.**

*Construction Update:* Water testing – Dick feels there is a problem with the system itself and that is why the tests are coming back positive for total coliforms.

Dick presented the Board with a map showing what lines have been tested with meters installed and lines that have been only tested without meters installed.

**New Business:**

SDCs/EDUs New Senior Center and Carwash: The Board discussed how to charge the new Senior Center to be built north of Bi-Mart. It was suggested they be charged in the same manner as the schools, by person of design. As soon as the capacity of the building is determined the Board will address this issue again.

Donna contacted other water systems about how they charge carwashes for water. The City of Bend charges by meter size. A 2" meter is 5 EDUs, which is what was installed at the carwash on Huntington Road. Kitty Shields suggested determining the cost of generating 1,000 gallons of water and charging accordingly.

Sanitizer/Testing Spout at Reservoir: BarbeAnn stated the need for the District to have a sanitizer and that the testing spout at the well site is a problem. Dave would like to have a meter stop instead of the testing spout. Dick felt a chlorinator would be fine since the District will need to begin chlorinating in 5 years. Donna will check to see if a chlorinator has already been purchased as BarbeAnn remembers it was discussed years ago. Dave felt the District could use a generator with brine as a backup. Brian made a motion to purchase a chlorinator if the price is less than \$3,000.00. Seconded by Dennis. **Motion carried.**

Ordinance 2003-1 – Revisions: After going over the revisions to Section 25. Cross Connection or Physical Connection with Other Water Supplies or Systems, James asked what the difference was between a cross-connection and a backflow. Dave explained they are the same thing. Brian made a motion to accept the changes and have the first reading at the District's next meeting on September 30, 2003. Seconded by James. **Motion carried.**

Resolution 2001-4 – Revisions: The revision is in reference to what the District will charge contractors for water to fill water trucks. Brian made a motion to set the fee for contractors' water trucks at \$5.00 per 1,000 gallons of water. Seconded by Dennis. **Motion carried.**

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

**Correspondence List:** The correspondence list was reviewed.

Meeting adjourned at 2:28 p.m.

Respectfully submitted by:

Donna Blatnik  
Operations Manager  
La Pine Water District