

**MINUTES**  
**La Pine Water District**  
**Board of Commissioners Meeting**  
**April 27, 2004**

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter, Gretta Gerdau and Brian Earls. Also present: Catherine Morrow – Deschutes County, Dick Nored – HGE, Kitty Shields, Dave Crider – District Operator and Donna Blatnik – Operations Manager.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:07 p.m.

**Minutes of previous meetings:** Dennis made a motion to approve the minutes of the April 13, 2004 Board of Commissioners meeting as presented. Seconded by Gretta. **Motion carried.**

**Guests:**

Kitty has no comments.

**Old Business:**

IGA with Deschutes County: The agreement needs further discussion and needs to be signed quickly. The changes will be made, the Commissioners will review the changes and a phone vote will be taken. Gretta made a motion to take a phone vote after all changes are made. Seconded by Dennis. **Motion carried.**

Resolution 2001-3, Second Reading: All present accepted second reading.

Construction Standards: Dave and Dick worked on the construction standards and they are almost complete. Dick suggested the District charge \$20.00 to developers and engineers for a copy of the standards. The Board agreed. Dennis made a motion to accept the construction standards. Seconded by Brian. **Motion carried.**

Office/Shop: BarbeAnn, Donna, Dick and Dave went to look at the office/shop prior to today's meeting. BarbeAnn stated the District needs to start thinking about furniture, supplies, etc. Dennis made a motion to increase the petty cash fund to \$100.00 on a temporary basis in order to purchase miscellaneous items for the new office. Seconded by Gretta. **Motion carried.** Dick suggested speaking with Susan Ross at Deschutes County or Mike Meyers about old office furniture. BarbeAnn will be in Salem on May 3 and will check out the Oregon surplus.

Dick explained the problems with the roofer J. Crouch Construction hired. Brian made a motion to accept changing the roofing contractor. Seconded by Dennis. **Motion carried.**

Wickiup Junction: Dick reported the easement and agreement with Burlington Northern Santa Fe (BNSF) is in the process of being approved. The total the District will need to pay for the easement is \$3,500.00; \$2,500.00 fee for crossing the railroad and a \$1,000.00 railroad insurance fee. Dennis made a motion to pay the one-time fee of \$1,000.00 and the \$2,500.00 crossing fee to BNSF. Seconded by Gretta. **Motion carried.**

When everything is ready for bid, it will be advertised for 3 weeks. Dick will talk to Pam about putting ads in minority papers to see if there's a way to get around doing it due to the high cost. If it is necessary to advertise in minority papers, he will find the cheapest one possible.

Russ Kramer still has not signed the easement for Wickiup Junction.

**New Business:**

Equipment Needed: Dave reported to the Board the prices he was quoted for a tapping drill, diffuser and shop vac. Dennis made a motion to allow Dave to purchase the equipment he needs. Seconded by Gretta. **Motion carried.**

Workers' Comp Renewal: Donna asked if the Commissioners should have additional coverage as volunteers. The Board wishes to leave the coverage as is.

Changes to Wildflower Subdivision: Dave and Dick went over minor changes made to the water line.

Letter to Customers Not Connected to the Water System: Donna and BarbeAnn will have something ready for the next meeting.

FY04-05 Budget: Donna and Brian will work on the budget and have something ready as soon as possible.

Dave's Jeep: Dave reported that while he was attending a pre-construction meeting a few weeks ago, someone loosened all the lug nuts on his jeep. This brought up the question of employees' insurance coverage while using personal vehicles at work. Donna will talk to Rex about this.

Raise for Donna: BarbeAnn stated the District is past due on giving Donna a raise. Kitty asked if the District is following the pay schedule prepared by Cindee Gannon. BarbeAnn explained that including all hourly raises and increases in weekly hours, it works out to about the same. The Board agreed to give Donna a \$0.25 per hour raise and increase her weekly hours to 35.

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

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

Meeting adjourned at 2:00 p.m.

Respectfully submitted by:

Donna Blatnik  
Operations Manager  
La Pine Water District