

MINUTES
La Pine Water District
Board of Commissioners Meeting
May 11, 2004

Those present were LWD Board members BarbeAnn Nelson-Dodson, James Newton, Gretta Gerdau and Brian Earls. Also present: Kathleen St. Clair, 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 1:01 p.m.

Minutes of previous meetings: James made a motion to approve the minutes of the April 27, 2004 Board of Commissioners meeting as presented. Seconded by Gretta. **Motion carried.**

Guests:

Kathleen St. Clair from Wickiup attended the meeting to get an update on the progress of expansion project.

Old Business:

IGA with Deschutes County: Donna reported that Catherine Morrow faxed the revised Agreement. All changes were made as requested. An original was sent over for BarbeAnn to sign. She signed 2 copies of the Agreement. Donna will return them the Catherine.

FY04-05 Budget: Donna reported the budget is almost complete. The first committee meeting will be held at the next meeting on May 25, 2004 at 1:00. The regular meeting will follow.

Construction Standards: Dick sent the last set of changes to Donna.

Office/Shop: Dick reported the office should be done within the next month or so. There is still touch up painting to do. The asphalt has been laid, but it is too thin in spots and will need to have an overlay done. Dick asked the Board if they would like to leave the second entrance and take it as a credit. The Board agreed.

Wickiup Junction: Waiting for the District's attorney to give her legal opinion on the rights-of-way. Russ Kramer still has not signed the easement for the access road on behalf of the property owners association.

Tank at Booster Pump Station: Dick provided the Commissioners with copies of correspondence from Columbian Tec Tank regarding the repair to the tank. The work will be done by Western Tank and Pipe and should begin soon.

Sewer Project: Ron Cogswell will let Donna know when the contractor starts using water for the project.

Railroad Easement: BarbeAnn signed the agreement with BNSF. Donna will send payment and agreement to BNSF.

New Business:

Approval of Phase 1 of Wheeler Ranch: No discussion on this subject. We need more information from the contractor and engineer.

Interim Financing: Donna presented the Board with copies of the proposal from Bank of America. Brian made a motion to accept the Bank of America proposal if the \$1,200.00 origination fee is waived. Seconded by James. **Motion carried.**

Payroll Taxes: BarbeAnn explained that the District would begin paying payroll tax on a monthly rather than quarterly basis. Brian made a motion to pay payroll taxes when due without having to wait for a meeting. Seconded by Gretta. **Motion carried.**

SDC to LSSD for Office/Shop: BarbeAnn stated the Board needs to keep in mind we will need to pay sewer an SDC for the new office. All agreed it would be paid once a bill is provided from LSSD.

Treasurer's Report: Brian made a motion to accept and sign the Treasurer's Report. Seconded by James. **Motion carried.**

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

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 1:30 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District