

MINUTES
La Pine Water District
Board of Commissioners Meeting
May 25, 2004

Those present were LWD Board members BarbeAnn Nelson-Dodson, James Newton, Dennis Carter and Brian Earls. Also present: Larry Keele, Ann Keele, 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 1:35 p.m.

Minutes of previous meetings: James made a motion to approve the minutes of the May 11, 2004 Board of Commissioners meeting as presented. Seconded by Brian. **Motion carried.**

Guests:

Kitty Shields: She asked if the fence at the meadow off of Salzer Street should be opened to accommodate the hydrant placed there. BarbeAnn told her she would check into it.

Larry and Ann Keele: Larry would like to begin installing water lines at the RV Park he is developing in the north Wickiup Junction area and would like to know if there are any specifics he needs to know about. BarbeAnn suggested he work with Dick to determine where water lines and meters will go. BarbeAnn also explained SDC fees, monthly charges and inspection and plans review fees.

Old Business:

Letter to Customers Not Connected: BarbeAnn asked all the Commissioners to please review and get any changes back to Donna by Friday of this week. Donna will begin sending the letters out next week.

Office/Shop: Everyone is invited to go to the office after this meeting to make sure all problems with construction are addressed. Dick will send a letter to J. Crouch Construction outlining problems.

Wickiup Junction: The project has been advertised and the opening will be June 15, 2004 at 2:00. Russ Kramer dropped off the easement for the access road. Donna will have it recorded with Deschutes County.

New Business:

Authorization for Line Tapping: Neal Russell accidentally shut off all water to tap a line on Mitts Way. Several valves were found to be closed, causing the problem. BarbeAnn stated that Dave must be presented when a line is tapped. Dave gave Neal permission because he wasn't aware there were valves closed. The District's policy will be to have the District's operator present during all tapping. BarbeAnn, Donna and Dave will check all valves to make sure they are all open. As soon as the District has a set of as-builts from HGE, we can number the valves and Dick can incorporate them into the as-builts. Dick provided 2 sets of Ron Cogswell's hand-drawn as-builts.

SDC Payment Plan: The Commissioners decided there would be a hardship policy put in place to help customers who cannot afford to pay the entire amount at once.

Dennis Fitzpatrick: Gordon Wanek has offered to allow Dennis Fitzpatrick to use one of this services initially installed for use at the La Pine Square. The Board agreed this would be fine. Dave will look into any potential problems.

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

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

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 2:27 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District