

MINUTES
La Pine Water District
Board of Commissioners Meeting
June 29, 2004

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

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:03 p.m.

Minutes of previous meetings: Brian made a motion to approve the minutes of the June 8, 2004 Budget Hearing as presented. Seconded by Dennis. **Motion carried.** Dennis made a motion to approve the minutes of the June 8, 2004 Board of Commissioners meeting as presented. Seconded by Brian. **Motion carried.**

Guests:

No comments from guests.

Old Business:

Repairs to Tank at BPS: After the repairs were made to the tank, there was a leak. Western Tank will tighten up the bolts today. Western Tank will bill the District for chlorination after repairs since the warranty does not include chlorination. Dick estimates the cost to be \$350.00. Dennis made a motion to pay Western Tank for chlorination once the District receives the bill. Seconded by Brian. **Motion carried.**

Office/Shop: Dick reported that J. Crouch Construction claims the office and shop to be complete. BarbeAnn, Donna, Dick and Steve (J. Crouch Construction) did a walk through and made a punch list of repairs to be done. BarbeAnn doesn't feel the carpet will ever lie properly. Steve said they would re-roll it if necessary. BarbeAnn and Donna will begin moving the office after the July 4th holiday.

Wickiup Junction: The pre-construction conference will be held June 30 at 1:00 in the Bancorp conference room.

Field Changes: BarbeAnn stated the need for all field changes on the Wickiup project to be discussed and agreed to by at least two District employees and/or Commissioners. All Commissioners agreed.

New Business:

Repairs: Donna asked why there was no cement around the valve boxes. The specs called for a slab of cement to be poured around each valve box. Dick felt this was probably a field change that was made at the beginning of the La Pine project. Donna asked if the cement would have minimized damage to the valve boxes. Dick felt it might have reduced damage, but it was a cost-cutting measure to eliminate them. Dennis made a motion not to require cement slabs around valve boxes on the Wickiup project. Seconded by Brian. **Motion carried.**

BarbeAnn and Donna found a hole on Third Street near the entrance to the Sentry Market. BarbeAnn asked Dick what standard procedure was on repairing holes of this nature. Dick said it would be filled with sand or gravel and compacted, then covered with asphalt.

Midstate EDUs for Public Conference Room: Midstate's new office building will have a public conference room and they would like a reduction in EDUs to accommodate the public use of this room. Brian appreciates the fact that they want to do something for the public. BarbeAnn stated the District must treat all customers equal since we are funded with federal funds and we cannot accommodate such a change.

La Pine Elementary and Middle Schools: Donna presented the Commissioners with a copy of the letter received from John Rexford of the Bend-La Pine School District asking the District to consider forgiving the water bill for the months prior to their connection. BarbeAnn reiterated the need to treat all customers equal and not give special treatment to anyone. Donna will send a letter explaining the installation of meters and the need for the school district to pay the past due bill.

Paid Holidays for Employees: The Commissioners discussed giving employees paid holidays. Brian made a motion to pay Donna for 7 hours and Dave for 4 hours on holidays. Seconded by Gretta. **Motion carried.**

Dave: Dave would like the District to advertise for a Level 1 Certified Water Distribution Operator. He also suggested we make sure to have at least 30-day probationary period. Dave would still work for the District as a back-up operator whenever we need him. Donna will advertise in The Bulletin, The Oregonian, and the Frontier Advertiser.

Resolution 2003-4 – Resolution Adopting the 2004-2005 Fiscal Year Operating Budget: Dennis made a motion to approve Resolution 2003-4. Seconded by Gretta. **Motion carried.**

Hydrant Meter: Brian made a motion to purchase a hydrant meter to monitor water usage. Seconded by Dennis. **Motion carried.**

ODOT Permit Payment: Brian made a motion to pay ODOT their permit fee of \$400.00. Seconded by Dennis. **Motion carried.**

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 Dennis. **Motion carried.**

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 2:14 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District