

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

Those present were LWD Board members BarbeAnn Nelson-Dodson, James Newton, Dennis Carter and Brian Earls. Also present: Kitty Shields, Dick Nored, Dave Crider – District Operator and Donna Blatnik – Operations Manager.

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

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

Guests:

No comments from guests.

Old Business:

Bids for Office Sign: The Commissioners reviewed the bids. No decision made.

Wickiup Junction: Dick reported that approximately 4,000 feet of line has been installed and the project is about 25 percent complete.

Office/Shop: Pam Swires from Rural Development gave substantial completion for the office/shop project. There are a few items that need to be repaired prior to final payment. BarbeAnn asked Dick if the stripes at the second approach could be painted over and if stripes could be painted on the side of the handicapped parking space to deter people from parking there. Dick will look into.

Field Changes: BarbeAnn reported that contractors are confused about what the District requires. Some have purchased the District's Construction Standards manual, but are still confused. We need to make sure we stay consistent and don't add confusion. For example, the Standards specify brass saddles and some contractors want to use stainless steel. The Standards are not consistent when they said "or approved equal". BarbeAnn would like the contractors to use what they are happy with as long as it's a quality product.

EDUs for Midstate Electric's New Office: Darwin Thurston met with BarbeAnn and Donna to get a better understanding of how the District set up the EDU charges. After the meeting, Midstate's engineer contacted Donna and asked if she would look into an actual reading of their meter. Donna did so and discovered that the multipliers used were not accurate, thus creating a \$724.00 overage charge that will appear on Midstate's next bill.

New Business:

Resumes for Operator: Donna provided the Commissioners with copies of the three resumes received for the operator position. The Commissioners asked Donna to set up an interview with Joe Holmgren for later this week.

Payment Plan for Robby Patrick: The District received an offer of a payment plan for Robby Patrick's SDCs. The Commissioners agreed the \$29.00 monthly payment would be acceptable. Donna will sign and return the form.

New Commissioner: Gretta Gerdau resigned from the Board citing time issues. BarbeAnn will speak with Rick West about taking her place as he has provided a letter stating his interest in becoming a Commissioner.

Letter to Dennis Fitzpatrick's Attorney: Discussion followed on the letter prepared and sent to Mr. Fitzpatrick's attorney. All Commissioners agreed the letter was fine.

Letter to Vic Russell: BarbeAnn and Donna prepared and sent a letter to Vic Russell explaining problems with stress and demand on the water system that comes from using large volumes of water on projects such as the Crescent Creek subdivision. The letter explained a hydrant meter has been ordered and will be supplied to Vic for use during construction on the subdivision. The Commissioners reviewed the chart for payment on contract water. It was decided to keep the cost at \$5.00 per thousand with no price breaks, to charge an \$800.00 deposit for the hydrant meter and to read and bill for the hydrant meters on a monthly basis. Donna was instructed to order a third meter.

FY03-04 Audit Documents: BarbeAnn signed documents necessary for the audit. Donna will return them to Harrigan Price Fronk.

Coffee House in Wickiup – Meter or Not Meter: Central Perk in La Pine has a water meter for the coffee shack even though they are not plumbed inside for water. Donna asked Dick if a meter was schedule to be installed at their coffee shack in Wickiup. Dick will check with Ron.

Fuel Account: Donna will check into getting a fuel account for the District. The account is necessary for fuel for the generators and for a company vehicle once one is purchased.

Ron Cogswell: BarbeAnn outlined problems with Ron badmouthing the District and its employees. Vic Russell has contacted the District with problems he's having with Ron. BarbeAnn told Dick that Ron has not been communicating with the District at all. Dick asked if Ron has been coming to the office everyday. BarbeAnn stated he had not and that he still has not provided the District with the gallons used on the sewer project. Dick will talk to Ron.

Site Reviews: Discussion followed on conducting site reviews once a business has changed ownership or when obvious changes have been made.

Items Needed for New Office: Discussion followed on purchasing a glare screen and/or blinds for the office. Dennis suggested talking to Jerry Cairns at Cascade Realty since he also has a business that supplies blinds. We also need to purchase a refrigerator, microwave and coffee maker. Dennis made a motion to allow purchase of these appliances. Seconded by James.
Motion carried.

Misc.: BarbeAnn signed Change Order No. 3 for J. Crouch Construction and the revised Bond Anticipation Note for Wickiup Junction. BarbeAnn asked the Commissioners if they would OK her spending approximately 10 to 15 hours going through old District records and purging unnecessary files. She explained that Donna would have a hard time doing this since she wasn't here in the beginning. All the Commissioners agreed this would be fine.

Treasurer's Report: Brian made a motion to accept and sign the Treasurer's Report. 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 2:17 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District