

MINUTES
La Pine Water District
Board of Commissioners Meeting
September 28, 2004

Those present were LWD Board members BarbeAnn Nelson-Dodson, James Newton, Rick West, Dennis Carter and Brian Earls. Also present: Sylvia Shields, Kitty Shields, Dick Nored, David Crider, Scott Perkins and Donna Blatnik – Operations Manager.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:04 p.m.

Minutes of previous meetings: Dennis made a motion to approve the minutes of the September 14, 2004 Board of Commissioners meeting as presented. Seconded by Rick. **Motion carried.**

Guests:

No comments.

Old Business:

Payment Drop Box: Donna provided a copy of a fax received regarding prices on drop boxes. After brief discussion Dennis made a motion to purchase the payment box. Seconded by Brian. James, Rick, Dennis, BarbeAnn and Brian – yes. **Motion carried.**

Resolution 2001-3 – Fees for Copies of Public Records (2nd Reading): Discussion followed on the legalities of the charge. Donna provided BarbeAnn with a copy of the ORS that explains how we may charge for copies. Brian performed the second reading of the Resolution. James made a motion to accept the Resolution as read. Seconded by Dennis. James, Rick, Dennis, BarbeAnn and Brian – yes. **Motion carried.**

Resolution 2004-4 – Penalties for Unauthorized Use (1st Reading): After a brief discussion on the penalty, Brian performed the first reading of the Resolution. James made a motion to accept the Resolution as read. Seconded by Dennis. James, Rick, Dennis, BarbeAnn and Brian – yes. **Motion carried.**

Lowering Meters – Replacing Setters: Scott and Donna discussed using smaller setters after Scott checked Rhoda's meter. Discussion followed on other options. It was decided to lower the service by bending the copper pipe.

Wickiup Junction: Dick reported all water lines should be in the ground next week. Testing is still not done due to a problem on a specific section of line. BarbeAnn asked Dick what the cost would be to include Drafter Road. Dick stated a total of \$50,000.00 (\$40,000.00 construction and \$10,000.00 engineering fees). Dick provided plans to everyone for Drafter Road. Dave asked if a hydrant could be installed at the end of the line on Drafter and the line extended at a later date. Dick agreed. BarbeAnn asked about a change order for Drafter. Dick said a change order isn't necessary since unit pricing will be used.

Deschutes County will wait until the original project is complete and the necessary proof is provided showing the need for the contingency funds to complete Drafter Road.

BarbeAnn asked Dick if the cost to put line on Telegraph Road would be high. Dick didn't feel it would be very high. He feels we can cut costs by having District employees do things like staking.

New Business:

Electronic Filing of Payroll Taxes: Donna explained to the Board the benefits of paying the District's payroll taxes electronically. The Board agreed this was a good idea. BarbeAnn and Brian will sign the appropriate papers to begin the process.

Application for Fuel Cards: BarbeAnn and Brian signed the application for fuel cards with Abbott Petroleum.

Personnel & Board Policies: Donna provided all Commissioners with draft copies of Personnel and Board policies for their review. We will go over any comments and make changes at the next meeting.

Midstate Electric – Billing for Water During Construction Phase: Darwin Thurston from Midstate came into the office and talked to Donna about paying for regular water service during construction at their new office building. Donna explained his concerns to the Board. The Board would like Darwin to attend a meeting so that they can discuss this issue with him. Darwin asked Donna to put him on the Agenda for the October 26, 2004 meeting.

Aspen Grove MH Park (Neil & Pam Town): Pam Town contacted Donna about a bad smell in their water. Donna and Scott went to the park to check on the water. They both noticed a sour smell to the water. Donna suggested to Neil Town that the problem might be the fact that they have a vacant mobile home and the water is becoming stagnant and siphoning back into the other homes. She suggested they flush the water in the home to eliminate this problem. Neil then inquired as to why the water bill was so high and asked that the meter be checked to see if there was a leak. Scott checked the meter and found no leak. Pam Town sent partial payment with a letter stating that when the problem was resolved with the water, they would pay the balance.

Future Board Meetings: BarbeAnn suggested having meetings once per month after October 2004. All Commissioners agreed.

Treasurer's Report: Brian made a motion to accept and sign the Treasurer's Report. Seconded by Dennis. James, Rick, Dennis, BarbeAnn and Brian – yes. **Motion carried.**

Payment of Bills: James made a motion to pay all bills as presented to the Board. Seconded by Dennis. James, Rick, Dennis, BarbeAnn and Brian – yes. **Motion carried.**

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 1:59 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District