

MINUTES
La Pine Water District
Board of Commissioners Meeting
October 12, 2004

Those present were LWD Board members BarbeAnn Nelson-Dodson, Rick West, Dennis Carter and Brian Earls. Also present: Kent Jones, Kitty Shields, Dick Nored, Candi Fronk – Harrigan Price Fronk, Michelle Rich – Harrigan Price Fronk, Scott Perkins 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: Brian made a motion to approve the minutes of the September 28, 2004 Board of Commissioners meeting as presented. Seconded by Dennis. Brian, Rick, BarbeAnn and Dennis – yes. **Motion carried.**

Guests:

See below for Kent Jones, Candi Fronk and Michelle Rich. Kitty had no comments.

Old Business:

Personnel & Board Policies: Commissioners are still reviewing both sets of policy. However, it was decided to allow Donna 2 weeks paid vacation since she has been with the District 2 years. She will take the week of Thanksgiving off. BarbeAnn will come in to the office during that week.

Resolution 2004-4 – Penalties for Unauthorized Use (2nd Reading): Brian performed the second reading of the Resolution. BarbeAnn made a motion to accept the Resolution. Seconded by Dennis. BarbeAnn, Brian, Dennis and Rick – yes. **Motion carried.**

Auto-Dialer Programs at Well and BPS: Dick spoke with Ron Robinson of Jack Robinson & Sons about warranty work that needs done on the programs. Ron Robinson agreed to pay for half of the work if the District would pay the other half. Dick estimated the District's share to be approximately \$500. Brian made a motion to accept this offer as long as the District's share of the cost does not exceed \$600. Seconded by Dennis. BarbeAnn, Brian, Dennis and Rick – yes. **Motion carried.**

Wickiup Junction: In order to have vaults at Les Schwab and Gordy's Truck Stop, the District will need to contribute \$350.00 to the cost of installing vaults at each location. Les Schwab and Gordy's will be responsible for the remaining \$1,450.00. Brian made a motion to accept the vaults. Seconded by Rick. BarbeAnn, Brian, Dennis and Rick – yes. **Motion carried.**

Dick explained we will go by the specs when it comes to installing water line to Gordy's meter. There had been discussion about using an existing 3" water line, but it was decided to go by the specs.

Discussion followed on existing Wickiup customers and how connection should be handled. Rick made a motion to require existing Wickiup customers to connect under the same rules as all customers. Seconded by Dennis. BarbeAnn, Brian, Dennis and Rick – yes. **Motion carried.**

Dick stated that Drafter Road should be complete within 2 to 3 weeks.

New Business:

Candi Fronk – Harrigan Price Fronk – FY03-04 Draft Audit Findings: Candi Fronk went over the draft version of the audit findings. There were no adverse reportable conditions. She will provide a copy of the final audit after Donna has given her the Management's Discussion and Analysis portion of the audit.

Kent Jones – Harvest Hut Building: Mr. Jones has purchased the Harvest Hut building located at 51453 Hwy 97. He asked that the District please invoice him for the past due balance for both the Harvest Hut and the Hair Nook as this was part of the sales agreement. The restaurant will stay in business therefore the EDUs will not change. BarbeAnn explained the District's policy on increases in EDUs and the subsequent increase in SDCs.

Wrangler Enterprises – Cancellation of Service at 51365 Mitts Way: David Frank of Wrangler Enterprises sent a letter asking the District to allow him to disconnect from the water system at the above-mentioned address. The building is uninhabitable and will be demolished to make way for future development. All Commissioners agreed this would be OK.

Signature Cards – Community First Bank: Signature cards at Community First Bank are ready for all Commissioners to sign.

Credit Application with Pak-Sel (plastic bags for peanuts): A credit account is necessary in order to purchase zip seal bags for peanuts. Dennis made a motion to open an account with Pak-Seal. Seconded by Brian. BarbeAnn, Rick, Dennis and Brian – yes. **Motion carried.**

Hydrant Flags: Dennis made a motion to purchase hydrant flags. Seconded by Brian. BarbeAnn, Dennis, Rick and Brian – yes. **Motion carried.**

Discoveryland Daycare: Beverly from Discoveryland contacted Donna about lowering the EDUs for the daycare center. Beverly claims the La Pine Special Sewer District lowered the EDUs for sewer. Donna will contact the Sewer District and ask if this is true and how much they were lowered.

Change Order No. 1 – Wickiup Junction: Discussion followed on the problems encountered by Stan Russell at Wickiup and the extension to Drafter Road. Dennis made a motion to sign Change Order No. 1. Seconded by Brian. BarbeAnn, Rick, Dennis and Brian – yes. **Motion carried.**

Flat-Screen Monitor: Due to the glare in the new office, it is very difficult for Donna to see her monitor. Also, we need more memory. Dennis made a motion to purchase a flat-screen monitor and more memory. Seconded by Brian. BarbeAnn, Rick, Dennis and Brian – yes. **Motion carried.**

Change for Customers: Dennis made a motion to keep \$50.00 in change for customers who pay their water bills with cash. Seconded by Brian. BarbeAnn, Rick, Dennis and Brian – yes. **Motion carried.**

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

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

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 2:31 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District