

## MINUTES

### Board of Commissioners Meeting

### January 11, 2005

Those present were LWD Board members BarbeAnn Nelson-Dodson, James Newton, Rick West, Dennis Carter and Brian Earls. Also present: Kitty Shields, Neil Town, Pam Town, Dick Nored, Scott Perkins – 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:** Dennis made a motion to approve the minutes of the December 14, 2004 Board of Commissioners meeting as presented. Seconded by James. **Motion carried unanimously.**

#### Guests:

Neil and Pam Town attended the meeting to discuss the issue of high usage at their manufactured home park at 51356 Huntington Road. They have contacted Donna on many occasions inquiring about this problem. Donna explained again that the meter had been tested and the results were within the District's standards. BarbeAnn suggested Neil check his meter if he would like to see if there is a leak. All meters installed in the District have leak detection indicators. Discussion followed on making an agreement with Mr. and Mrs. Town that would require the past due balance be paid in full within 6 months. The agreement will add approximately \$100.00 per month to their payment in addition to the regular monthly charge. Donna will prepare an agreement and have it ready for the Towns to sign tomorrow, January 12, 2005. They will make the first payment at the time they sign the agreement.

#### Old Business:

*FY03-04 Audit – Final/Incorrect Addresses on Correspondence:* BarbeAnn brought up the matter of billing for our audits and the agreement the District signed with Harrigan Price Fronk. The agreement states that the yearly increase in fees will not be more than 5% from the previous year. It appears that the yearly increase for the last 2 years has been greater than 5%. Donna will send a letter inquiring about this matter. Discussion followed on the fact that Harrigan Price Fronk has at least 3 mailing addresses for the District. Donna will address this concern in the same letter.

*Personnel & Board Policy (Resolution – February 8 Meeting):* BarbeAnn asked the Commissioners if they had reviewed the policies yet. No one had. She asked them to please review and comment for the next meeting.

Crescent Water Association – Draft IGA: Donna reported that there were problems with Crescent as to how many hours they needed an operator. Donna asked them to provide minutes of their meeting after they discuss and decide what they want and who the responsible operator will be.

**New Business:**

May 2005 Elections – Notice to The Bulletin and Frontier: Notice of the upcoming elections in May will be printed on bills for January. Deschutes County will publish a legal notice in The Bulletin and we will also run an ad in the Frontier Advertiser.

Payment Drop Box – Break-In: Donna reported someone broke into the payment drop box over the New Year’s weekend. She reported the incident to Deschutes County Sheriff’s office.

Snow Removal for Office (including around the buildings): Dennis told Scott he could use the sewer district’s backhoe to remove the snow from around the building. It was agreed to hire Stan Russell Construction to provide snow removal at the office parking lot for a cost of \$25.00 each time they remove snow.

Special Districts Association of Oregon Annual Conference: BarbeAnn and Donna will attend the conference in Portland next month.

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

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

**Correspondence List:** The correspondence list was reviewed.

Meeting adjourned at 2:21 p.m.

Respectfully submitted by:

Donna Blatnik  
Operations Manager  
La Pine Water District