

MINUTES Board of Commissioners Meeting March 8, 2005

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

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:17 p.m.

Minutes of previous meetings: Dennis made a motion to approve the minutes of the February 8, 2005 Board of Commissioners meeting as presented. Seconded by Rick. **Motion carried unanimously.**

Guests:

Kitty Shields – no comments.

Old Business:

Wickiup Junction Interim Financing – Loan Closed February 25, 2005: Donna reported that the interim financing provided by Bank of America has been paid off. Our first payment of \$19,955 will be due February 25, 2006.

Shut Off Notices – Hanging Notices the Day Prior to Shut Off: Dennis made a motion to purchase door knob hanger bags and to hang 2nd shut off notice 2 days prior to shut off. Seconded by Rick. **Motion carried unanimously.**

Crescent Water Association IGA: Crescent Water would like Scott to perform the backflow tests for them this summer. The Commissioners agreed Scott wouldn't have time and David is not interested in doing it. Donna will send them a letter explaining the Board's position.

New Business:

Charge to Repair/Replace Meters Damaged by Frost Due to Customer's Request to Leave Meter On: Commissioners agreed that customers should allow District to shut off the meter

during the winter months, or in the case of homes for sale, pull the meter and re-install it upon sale of the home.

Resolution 2001-3 – Amendment to Reflect Cost of Backflow Testing: Brian performed the first reading of the Resolution. Dennis made a motion to accept the Resolution as read. Seconded by Rick. **Motion carried unanimously.**

Resolution 2005-1 – Personnel Policies: Brian performed the first reading of the Resolution. Rick made a motion to accept the Resolution as read. Seconded by Dennis. **Motion carried unanimously.**

Letter to Customers RE: Backflow Testing Program: The letter was read by all Commissioners. The only change will be that the letter should state that the District would not be responsible for replacing the backflow if it is damaged beyond repair and that the District will perform annual testing only, not the initial test on the backflow after installation. Donna will make the changes and send out the letters.

Contract Water Agreements: Discussion followed on contracts made with Deschutes County, ODOT, Vic Russell and Stan Russell for unfettered water use for \$100.00 per month. Donna explained that without hydrant meters we are not only losing money, but there is no way to keep track of gallons used and whether we have any substantial leaks. Brian made a motion to have Donna purchase 4 more hydrant meters. Seconded by Dennis. **Motion carried unanimously.**

Discussion then followed on asking fire-fighting agencies such as the Forest Service, Department of Forestry and Bureau of Land Management to keep track of the gallons used and report them to us.

Mailing of Minutes to Commissioners: Dennis made a motion to have Donna send minutes to the Commissioners a week prior to the meetings. Seconded by Rick. **Motion carried unanimously.**

Telemetry Class for David: BarbeAnn stated she didn't want to send David to class unless he would come back and train Donna and Scott. David agreed to train them. Dennis made a motion to pay the \$170.00 to send David to class. Seconded by Rick. **Motion carried unanimously.**

Employee Pay Increases: The Commissioners agreed to give Scott an increase to \$16.25 per hour and Donna an increase to \$12.25 per hour. These increases will be effective March 16, 2005. Donna will prepare a letter to send to Advantax outlining these increases.

Wickiup Junction – HGE Invoices: All invoices for engineering services for Wickiup Junction have been paid with the exception of Resident Inspection. Donna has sent a letter asking for additional documentation prior to payment of Resident Inspection.

Resolution 2001-2: BarbeAnn explained that Donna had found an error in the numbering of our Resolutions. There are 2 Resolutions 2001-2. Donna will contact Carrie Connelly to see about the procedure for renumbering resolutions.

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

Payment of Bills: Brian 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