

MINUTES

Board of Commissioners Meeting

August 9, 2005

Those present were LWD Board members James Newton, BarbeAnn Nelson-Dodson, Dennis Carter and Brian Earls. Also present: Kitty Shields, Jack Kennedy – Bob Fix Excavating, Scott Perkins – District Operator and Donna Blatnik – Operations Manager.

A quorum was established and President James Newton called the meeting to order at 1:03 p.m.

Minutes of previous meetings: BarbeAnn made a motion to approve the minutes of the July 12, 2005 Board of Commissioners meeting and as presented. Seconded by Dennis. **Motion carried unanimously.**

Guests: See below under New Business.

Old Business:

Service Pickup: Midstate Electric has a pickup the District could purchase. BarbeAnn suggested waiting for Neal Russell's auction to see if the pickup will be auctioned. Donna will check with Neal before the auction to see if the pickup is on the auction list. If the pickup is not on the list, we will contact Midstate and make arrangements to purchase the pickup.

Payment Box: Midstate Electric told Donna that if we gave them 2 free backflow tests, 1 test for each backflow device they have, they would give us their old payment box. Brian made a motion to give them 4 free backflow tests, 2 tests for each backflow device, in exchange for the payment box. Seconded by Dennis. **Motion carried unanimously.**

Unauthorized Use Penalty – Vic Russell Construction: James suggested refunding half of the penalty assessed to and paid by Vic Russell Construction. BarbeAnn doesn't want them to feel they can threaten the District with billing us for an error on the part of a District employee and get a refund for the penalty. Dennis, Brian and BarbeAnn all agreed the penalty should not be partially refunded.

New Business:

Unauthorized Use Penalty - Bob Fix Excavating: Jack Kennedy of Bob Fix Excavating attended the meeting to discuss the unauthorized use penalty assessed for using a hydrant in the Huntington Meadows subdivision without permission. He explained that no one in the company had notified any outside workers of the memo the company received in November explaining the penalty and the requirement of using a hydrant meter. Discussion followed by the Commissioners on whether to waive the penalty. Jack stated that Scott immediately provided a meter and they started using it. Bob Fix

Excavating will pay for the 3 loads taken prior to be assigned a hydrant meter. Brian made a motion to waive the fine. Seconded by Dennis. **Motion carried unanimously.**

Change in EDUs for Commercial Laundry Facilities: Discussion followed on options for increasing the EDUs for commercial washing machines. The current EDU rate is .25 per washing machine. BarbeAnn and Dennis feel the overage cost of \$2.00 per 1,000 gallons should be higher. BarbeAnn made a motion to increase the EDU rate per machine to .75. Seconded by Dennis. **Motion carried unanimously.** Discussion followed on the proper charges for the car washes and the VFW/Community Kitchen. Since the VFW/Community Kitchen is a restaurant, they should be charged per seat like other restaurants in the District.

Scott and Dennis will check with Midstate to determine why they have such high usage on their irrigation meter.

Donna brought up the possibility of having a lower rate for customers who are senior citizens and/or low-income. She suggested that if we have customers who are consistently under the 3,600 gallons per month usage, that we consider giving them a lower rate unless they go over the 3,600 gallon per month usage.

BarbeAnn made a motion to increase the irrigation rate for customers with irrigation meters to \$4.00 per 1,000 gallons over the 2 EDU base gallons of 7,200 gallons. Seconded by Dennis. **Motion carried unanimously.**

Charlene Fuqua – Would Like To Be Reimbursed for Water Service Payments: Donna explained that Charlene Fuqua had come into the office and asked if the Commissioners would consider reimbursing what she has paid in water since she is a tenant and is not connected to the water system. Discussion followed on the fact that she will have to get reimbursed from her landlord, not the District. Dennis made a motion to deny her request for reimbursement. Seconded by Brian. **Motion carried unanimously.**

Postal Permit: Brian made a motion to purchase a postal permit for billings to cut time during the billing process. Seconded by BarbeAnn. **Motion carried unanimously.**

Raises/Performance Reviews: Donna asked the Commissioners if they would like to perform evaluations on each employee or just vote as a group to give raises. Dennis and BarbeAnn agreed to discuss employees individually and make recommendations to the other Commissioners as to what raises would be given. They will meet on August 16, 2005 to discuss these issues.

Tires for Donna's Pickup: BarbeAnn stated she felt it would be fair if the District paid for half if not all of the cost for Donna to have tires put on her pickup. She felt that paying for the entire cost would be better. BarbeAnn made a motion to pay the entire amount for the tires Donna has already ordered for her pickup since she has been using it for over 2 years on District business. Seconded by Brian. **Motion carried unanimously.**

As-Builts for New Subdivisions: James asked Donna to contact Dick Nored and request updated sets of as-builts to include the new subdivisions.

Tank Inspection: Dennis and James will go with Scott to do a visual inspection of the water tank at the well site. Scott will drain the tank halfway and then perform the inspection.

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

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

Correspondence List: The correspondence list was reviewed.

Meeting adjourned at 3:06 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager
La Pine Water District