

MINUTES Board of Commissioners Meeting September 13, 2005

Those present were LWD Board members James Newton, BarbeAnn Nelson-Dodson, Dennis Carter and Brian Earls. Also present: Jennifer Wells – Attorney for Central Oregon Enterprises, Lee Smith – La Pine Industrial Group, Manny Milby – Hap Taylor & Sons, Candy Fronk and Michelle Rich – Harrigan Price Fronk, Kitty Shields and Donna Blatnik – Operations Manager.

A quorum was established and President James Newton called the meeting to order at 1:00 p.m.

Minutes of previous meetings: Dennis made a motion to approve the minutes of the August 9, 2005 Board of Commissioners meeting and as presented. Seconded by Brian. **Motion carried unanimously.**

Guests: See New Business below.

Old Business:

Harrigan Price Fronk – FY04-05 Audit Findings: Candy Fronk and Michelle Rich attended the meeting to discuss the findings of the FY04-05 Audit they conducted. Discussion followed on each section of the audit. Candy gave the District a “clean” audit finding and stated that Donna had been doing a good job at conducting the District’s finances.

Customers Not Finaled/Connected: Discussion followed on how best to handle customers who have not connected to the water system. Donna will talk to John Dodson to get specifics on who can be shut off. Brian made a motion to send customers who do not have final status with Deschutes County a letter stating they will be shut off on November 1, 2005 if they do not have final status by October 31, 2005. Seconded by Dennis. **Motion carried unanimously.**

Vic Russell Construction – Unauthorized Use Penalty: Since the Commissioners decided to waive the penalty assessed to Hap Taylor & Sons, they discussed the possibility of reducing Vic Russell Construction’s penalty. It was decided that if after 1 year Vic Russell Construction has followed the rules regarding hydrant meter use, the District would consider giving him a credit.

New Business:

LIGI – Need to Cross Railroad for New Subdivision: Lee Land of LIGI attended the meeting to discuss the issue of the new subdivision at the southeast end of Mitts Way and the District's to and through policy. LIGI's engineer, Jeff Clay of Hickman Williams & Associates, needs clarification on this policy. LIGI would like to split the cost of the line boring under the tracks with the property owners on the east side of the railroad tracks, but they are unsure what they will be doing with the property. Lee proposed stubbing the line at the west side of the railroad track and providing the District with a letter of intent to continue the line under the track if the property on the east side is not developed within 2 years. Donna suggested the District consult Dick Nored prior to making any decisions. Barbe stated the District's position on not wanting to slow and/or stop development in the area. James stated that the District can deny development if the line is not looped. Brian made a motion to accept a letter of intent from LIGI to complete the "to and through" portion of the water line after 2 years. Seconded by Dennis. **Motion carried unanimously.**

Central Oregon Enterprises, LLC – Jennifer Wells, Attorney: Ms. Wells attended the meeting to discuss the purchase of the La Pine Trailer Park by Central Oregon Enterprises and to ask the Commissioners if they would be willing to forgive part of the past due balance since the new owners will be connecting within the next 30 days. James explained that it should have been the previous owners' responsibility to pay the past due balance out of escrow. BarbeAnn explained the penalty that could be assessed since the park did not connect by the cut off date. After brief discussion, the Commissioners agreed that the District could not forgive any of the past due balance.

Round-Up Trailer Park – Request for Reduction of Past Due Bill: Donna provided copies of a letter from Larry and Betty Downs asking the District to forgive all but \$1,200.00 of their past due balance. The letter states that if the Commissioners accept their offer, they will pay the \$1,200.00 within 10 days. Donna suggested giving them the same agreement the District made with Neil Town of the Aspen Grove Manufactured Home Park. After brief discussion, the Commissioners agreed to offer them an agreement that would pay the balance off in 2 years. Brian made a motion to offer them an agreement that would require them to pay their monthly charges plus a minimum of \$100.00 per month toward the past due balance. Seconded by Dennis. **Motion carried unanimously.** Donna will prepare the agreement and send it to the Downs.

Hap Taylor & Sons – Unauthorized Use Penalty: Manny Milby of Hap Taylor & Sons attended to discuss the unauthorized use penalty assessed by the District for using a hydrant in Wickiup Junction without a hydrant meter. Manny stated that they received the memo sent last November and that one of their employees was aware of the penalty, but someone the information was not shared with the proper people in their company. He provided the Commissioners with a memo he sent to all supervisors within the company explaining the District's requirement for using hydrant meters. The Board will discuss the issue and let Manny know of their decision. Later in the meeting, Brian made a motion to waive the fine and send Manny a letter stating such. Seconded by BarbeAnn. **Motion carried unanimously.**

Clarence James – 16446 Cassidy Lane: BarbeAnn brought up the incident that occurred with a customer in the Huntington Meadows subdivision. He came into the office to complain about his high water bill. Donna explained the high usage was probably due to his irrigation system being programmed to water too much. At the end of the conversation, during which the customer was very angry, he threw a pen at Donna. The Commissioners directed Donna to tell Mr. James if he comes back into the office and displays aggression to please come to a Commissioners meeting and address the Board.

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