

MINUTES Board of Commissioners Meeting January 9, 2007

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter, Beverly Lawlor, Brian Earls and Randy Rhoades. Also present: Kitty Shields and Donna Blatnik – Operations Manager.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:00 p.m.

Minutes of previous meetings: Dennis made a motion to approve the minutes of the December 12, 2006 Board of Commissioners meeting and as presented. Seconded by Beverly. **Motion carried unanimously.**

Old Business:

City of La Pine – District Request to Continue Operating as Special District Until June 30, 2007: BarbeAnn and Donna attended the city's meeting on January 2, 2007 and presented them with a letter from the Board requesting the city allow the District to continue operating as a special district until June 30, 2007. The city councilors unanimously agreed.

Kitty Shields asked the Board to consider paying the title transfer fees associated with transferring properties owned by the District to the city. Brian made a motion to pay all transfer fees associated with city acquisition of District property. Seconded by Randy. **Motion carried unanimously.**

New Business:

Resolution 2001-3: The Board reviewed changes to meter installation charges. Donna reported these are necessary increases as our supplier has raised their meter prices. Beverly made a motion to adopt the revised Resolution as presented. Seconded by Randy. **Motion carried unanimously.**

Election of Commissioners: Donna received documentation from the Deschutes County Clerk's office regarding the upcoming election for District Commissioners. Unfortunately, the documentation didn't have the correct list of Commissioners. Deschutes County will resend correct list and Donna will provide Commissioners up for re-election the necessary paperwork to file for the May 2007 election. Brief discussion followed on the importance of continuing with the election even though the District will be absorbed by the city. The Board agreed that it was necessary in case something was to happen and the District couldn't be absorbed by the city by June 30, 2007.

Bio-Mass Plant: Deschutes County Commissioners attended the city's January 2, 2007 meeting to discuss the matter of a bio-mass plant moving to La Pine. The plant would use approximately 480,000 gallons of water per day. This will be an issue the District will deal with through our engineer.

Job Descriptions and Pay Scales: Donna will check with the cities of Bend, Redmond, Prineville and Sisters to request copies of their utility pay scales. She and Scott will work on preparing job descriptions and a pay scale for each job description.

Purchase of Postage Meter: Brief discussion on the advantages of purchasing a postage meter. Dennis made a motion to purchase a postage meter. Both water and sewer districts will share the expense. Seconded by Beverly. **Motion carried unanimously.**

Purchase of Office Furniture: Discussion followed on the need to purchase new office furniture in order to accommodate the office equipment and make the office visually pleasing. Dennis made a motion to purchase new office furniture. Both water and sewer districts will share the expense. Seconded by Beverly. **Motion carried unanimously.**

Donation of Office Supplies to City of La Pine: Barb reported that the District donated a box of surplus office supplies acquired when the sewer district moved into our office. Brief discussion followed on donating office supplies in the future using funds from backflow revenue. Randy made a motion to allow additional donates to the city not to exceed \$200.00. Seconded by Dennis. **Motion carried unanimously.**

Consolidation of Billing with Sewer District: Discussion followed on the need to eventually consolidate the billings using an 8 1/2" x 11" format instead of the billing cards currently used by both districts. Donna will talk to Pam Swires of USDA and Candi Fronk of Harrigan Price Fronk to find out any particulars regarding accounting procedures.

Consolidation of PO Box with Sewer District: Donna suggested looking into acquiring a larger post office box so that both districts can receive mail at one box instead of two. The Board directed her to fill out the appropriate paper work to get on the waiting list for a larger post office box.

La Pine Park & Recreation District – Request to Waive Late Fees: Donna provided the Commissioners with a letter given to her by Tony DeBone of the La Pine Park & Recreation District requesting the District waive late fees in light of financial difficulties the park & recreation district is having. The Board agreed to waive late fees on the 3 park & recreation accounts.

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

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

Correspondence List: The correspondence list was reviewed.

Beverly made a motion to adjourn the meeting. Seconded by BarbeAnn. **Motion carried unanimously.** Meeting adjourned at 1:47 p.m.

Respectfully submitted by:

Donna Blatnik
Operations Manager