

MINUTES
Board of Commissioners Meeting
October 14, 2008

Those present were LWD Board members BarbeAnn Nelson-Dodson, Ron Smith, Dennis Carter, and Brian Earls. Also present: John Harding, Dick Nored, Scott Perkins – District Operator and Donna Zigler – Operations Manager.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:07 p.m.

Minutes of previous meetings: Brian made a motion to approve the minutes of the September 9, 2008 Board of Commissioners meeting and as presented. Seconded by Dennis. **Motion carried unanimously.**

Old Business:

Letter from Sharon Smith, Legal Counsel for Bend-La Pine Schools Re: Unauthorized Use Penalty: The Board reviewed the letter from Sharon Smith. Scott stated that he went to the school three times to explain ownership and responsibility and offered his assistance with line location and shutting off the water to the high school. Scott did shut off a valve on their property for them hoping it would solve the problem and allow them to repair their line. However, school district employees shut off the main line that serves everyone north of the high school. The Board directed Donna to ask Carolyn Connelly, District legal counsel, to send a letter to the school explaining the District's position and that the District would like to have a good working relationship with the school district and that District Operator Scott Perkins worked with Dave Mason to try and remedy this situation before the main line was shut off.

Dick also stated that they should have as-builts of the water lines on their property showing where valves are located

FY07-08 Audit – Rescheduled for November 11, 2008: Donna announced that Harrigan Price Fronk would attend our November meeting to present their audit findings for FY07-08.

Drafter/Telegraph Project: Scott reported that all the lines are in and they will be tested within the next few days. Donna will send letters out to customers affected by this line installation explaining the connection process.

New Business:

Hiring of Part-Time Temporary Office Help: Prior to discussion of this agenda item, BarbeAnn Nelson-Dodson recused herself citing an actual conflict of interest as her daughter is the candidate for

the position to be filled. Dennis Carter took over discussion of this agenda item. Donna explained the need for help in the office. After brief discussion, Ron made a motion to hire Ashley Dodson on a part-time temporary basis. Her starting wage will be \$12.00 per hour and she will work 20 hours per week. She will not be eligible for sick leave, vacation leave or benefits at this time. This will be reviewed in January 2009. Seconded by Brian. **Motion carried unanimously.** Dennis turned the meeting back over to BarbeAnn.

Adding Water Software License for Additional Computer: Donna explained that in order for all computers to be able to access the water software, we would need to purchase an additional license. Brian made a motion to purchase a second license for the software for \$500.00. Seconded by Ron. **Motion carried unanimously.**

Adding Module in Water Software to Set Up Bank Drafts: Donna provided information on allowing customers to set up bank drafts for their water payments. The cost for this is \$500.00. Brian made a motion to set up the bank draft module in the software. Seconded by Dennis. **Motion carried unanimously.** Brian also asked Donna to check into the tracking of the transactions.

Cagle Subdivision Water Expansion – Engineer’s Estimate: The Board reviewed Dick’s estimate of the cost to put water line in the Cagle area. The Board directed Donna to prepare and send a letter to the customers affected asking them to vote yes or no for water and sewer.

Financial Reports: Brian made a motion to accept the financial reports as presented. Seconded by Dennis. **Motion carried unanimously.**

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

Correspondence List: The correspondence list was reviewed.

Motion to adjourn made by Brian. Seconded by Ron. **Motion carried unanimously.** Meeting adjourned at 2:07 p.m.

Respectfully submitted by:

Donna Zigler
Operations Manager