

# LA PINE SPECIAL SEWER DISTRICT



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## MINUTES Board of Directors Meeting November 11, 2008

Those present were LSSD Board members Dennis Carter and Beverly Lawlor. Also present: Candi Fronk – Harrigan Price Fronk, Michelle Rich – Harrigan Price Fronk, Dick Nored, Scott Perkins – Operations Manager and Donna Zigler – Office Administrator.

A quorum was established and Dennis Carter called the meeting to order at 1:51 p.m.

**Minutes of previous meetings:** Beverly made a motion to approve the minutes of October 14, 2008 Board of Directors meeting and as presented. Seconded by Dennis. **Motion carried unanimously.**

**Financial Reports:** Financial reports were reviewed.

### Old Business:

Cagle Subdivision Sewer Expansion: Dick reported that Deschutes County will support a \$1,000,000 block grant for sewer.

Morson Street Sewer Line Size Increase: Dick will put together figures on the cost of increasing the line size from First Street to Highway 97.

### New Business:

FY07-08 Audit Findings – Harrigan Price Fronk: Candi Fronk presented the Board will final copies of the audit and explained each section. The findings she presented are clean.

Transfer of Water District Employee to Sewer District Payroll: Beverly made a motion to transfer Ashley Dodson from the water district to the sewer district payroll and increase her hours to 6 per day. Seconded by Dennis. **Motion carried unanimously.**

Policy Regarding Limitation of Adjustments to Billings Management Can Make Prior to Requiring Board Approval: Donna will begin preparing policies regarding customers.

Customer Request for Grace on Future Bills due to Economic Issues – Account No. 80008.01:

Beverly made a motion to allow this customer to accrue a balance up to \$200.00 and no more than 6 months delinquent. Seconded by Dennis. **Motion carried unanimously.**

**Correspondence List:** The correspondence list was reviewed.

**Delinquent Accounts:** Delinquent accounts were reviewed.

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

Beverly made a motion to adjourn the meeting. Seconded by Dennis. Meeting adjourned at 2:28 p.m.

Respectfully submitted by:

Donna Zigler  
Office Administrator