

**MINUTES**  
**Board of Commissioners Meeting**  
**July 14, 2009**

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter and Ron Smith. Also present: Jayne Benner, Tony Valencia, Steve Meyer, Kitty Shields, 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 1:04 p.m.

**Minutes of previous meetings:** Dennis made a motion to approve the minutes of the June 9, 2009 Board of Commissioners meeting as presented. Seconded by Ron. **Motion carried unanimously.**

**Old Business:**

Water Rights – Update: No update.

Round Up Trailer Park: BarbeAnn did another site survey. Dennis made a motion to void the invoice previously sent and re-invoice at an additional 1.5 EDUs. Seconded by Ron. **Motion carried unanimously.**

**New Business:**

Swearing in of Commissioners: BarbeAnn swore in Ron Smith for his new 4-year term as commissioner of the District.

Steve Meyer – Aflac: Mr. Meyer attended today's meeting to discuss Aflac with the Board. BarbeAnn asked Mr. Meyer to provide documentation the Board can provide to employees to see if they are interested.

Tony Valencia: Mr. Valencia attended today's meeting to discuss his high water bill. This particular meter was not installed by Reinhardt Construction properly, therefore we have not been able to read it. The new radio was installed and the problem has been resolved, but Mr. Valencia doesn't feel he is liable to pay the entire bill. BarbeAnn told Mr. Valencia to attempt to work this out with Reinhardt Construction and that we will exempt Mr. Valencia from late fees and shut off for 60 days while he attempts to work this out with Reinhardt.

Letter from William Sawders – New Commissioners: Mr. Sawders sent a letter explaining that he will not be attending today's meeting, but that he will be here for our August meeting to be sworn in.

Review of Documentation from District Counsel Re: Reimbursement District (Zone of Benefit) Formation: Deschutes County has decided they do not want the District to create a Reimbursement District (zone of benefit).

SDAO Class (08/14/09 – Bend) – Operating Your Special District (Donna & BarbeAnn to Attend): Dennis made a motion to allow Donna to attend the class. The cost is \$90.00. Seconded by Ron. **Motion carried unanimously.**

Backflow Testing: Ron made a motion to use Absolute Water Solutions again this year for our backflow testing at a cost of \$15.00 per backflow. Seconded by Dennis. **Motion carried unanimously.**

Bad Debt Write Offs: Dennis made a motion to have Donna prepare a list of bad debt write-offs for the next meeting. Seconded by Ron. **Motion carried unanimously.**

Temporary Employee Evaluation: The Board decided to wait an additional 3 months and do evaluations at that time. We will also determine at that point whether or not to make the employee permanent.

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

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

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

There being no further business, President BarbeAnn Nelson-Dodson adjourned the meeting at 2:11 pm.

Respectfully submitted by:

Donna Zigler  
Operations Manager