

MINUTES

Board of Commissioners Meeting

January 12, 2010

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter, Brian Earls, Ron Smith and Bill Sawders. Also present were Nan Hall, Jayne Benner, Kitty Shields, Vicky Jackson, Dick Nored, and Donna Zigler —Operations Manager.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:02 A.p.m.

Minutes of previous meetings: Bill made a motion to accept the minutes of the December 8, 2009 meeting as amended to delete Scott Perkins as being in attendance. Seconded by Ron. **Motion carried unanimously.**

Old Business:

Second Reading of Ordinance 2009-1 - An Ordinance Providing for the Establishment of Zone of Benefit and Reimbursement for Water Public Improvements: Brian performed the second reading for the ordinance then asked for public discussion. No public questions or comments. Ron made a motion to accept the ordinance as read. Seconded by Bill. **Motion carried unanimously.**

Gordy's Truck Stop Site Survey: BarbeAnn conducted a site survey at Gordy's per Gordon Wanek's request. This survey should have been done in spring 2009. Mr. Wanek did report to BarbeAnn that he did have a leak late in 2009 and will provide copies of receipts for repair so that the District can credit his overage. BarbeAnn would like site surveys done on all commercial properties this year.

Application for Funding —Update: Dick reported that an environmental study will need to be conducted. He was directed by the Board to check in the cost and time involved in conducting the survey, but estimates the cost to be approximately \$25,000 to \$30,000 and must be completed by August 2010. We are also waiting on the city's adoption of their comprehensive plan before we can proceed on funding. Kitty reported that the first reading of the comprehensive plan will be held January 13, 2010 at 6:00 pm at city hall after a 5:00 work session.

Cagle Acres —Update: Dick provided an updated financial analysis for the Board using \$45.00 as the average per residential user in order to get grant money from USDA.

Biogreen —Update: BarbeAnn is concerned about what the public benefit will be, especially regarding how many jobs will be created for local residents. She reported that Biogreen is owned by Larry Olsen Logging out of St. Helens, Oregon. Dick stated it is a partnership between Olsen & Petersen and provided a copy of a memo regarding a meeting he had with Biogreen and DEQ. Emissions appear to be

a non-issue and there are no roadblocks with DEQ. He also stated there is a plant of this nature in Klamath Falls and it hasn't had any environmental issues.

Water Rights —Update: The Board reviewed a letter updating them on the status of water rights from Jordan Schrader. Dick is working with Jordan Schrader on the possibility of obtaining water rights from the Keldano Ranch just north of La Pine.

Temporary Employee: Ron made a motion to keep the temp employee on and review at the February meeting. Seconded by Dennis. **Motion carried unanimously.**

City of La Pine Utilities Committee: After listening to the recording of the utilities committee meeting, BarbeAnn expressed her thanks to Dennis for his professionalism while attending the meeting where he represented both water and sewer districts.

New Elementary School —Update: Nan Hall attended today's meeting to tell the Board that water line is set to be installed beginning January 11, 2010. Scott will inspect construction.

New Business:

Annual Agreement with City of La Pine: Donna reported that she has contacted Christy Monson at Speer Hoyt to begin review/renewal of the IGA between the District and the city of La Pine.

Personnel Policy Update: Donna provided questions Ashley Williams had asked regarding updating of the personnel policies for the District. Following are those decisions: The maximum vacation employees can roll over from fiscal year to fiscal year is 8 weeks; salaries shall be reviewed annually; the employees' direct supervisor shall relay information to the Board for annual performance reviews; and new employees shall have reviews every 30, 60 and 90 days. Ashley Williams will check with similar districts regarding their pay scales for employees.

Carpets for Office through Aramark: Ron made a motion to use Aramark to provide carpets in the office. Seconded by Bill. **Motion carried unanimously.**

Payment to USDA for Wickiup Jct.: Donna reported that this payment will be automatically deducted from the District's operations account at the end of February in the amount of \$19,955.

SDAO Annual Conference: Donna and BarbeAnn will attend the conference on behalf of the District. BarbeAnn suggested that Ron and Bill attend as SDAO has great classes for new board members. Ron cannot attend and Bill is not sure, but will let Donna know. BarbeAnn said that SDAO also has a class every year for Board Member Training and that Ron and Bill will be signed up for the training. Donna will also check the SDAO website to make sure they have the current board member information.

Previously Estimated Customers: Bill asked if customers who had their meters estimated due to Donna's surgery have been reconciled. Donna stated they were fixed at the next billing cycle.

Christmas Baskets for Board Members: Ron asked if the Board was supposed to receive baskets for Christmas. BarbeAnn stated they were given a choice between the Christmas dinner or gift baskets and the Board voted for a Christmas dinner for Board members and employees and their families.

Update of District Website: Bill asked who updates the website and why it hasn't been updated. Donna stated that Little d Technology updates the site based on information provided to them. She will begin reviewing the website and make sure all commissioners are updated correctly, along with any other information she comes across on the website.

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

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

Correspondence List: There was no correspondence.

There being no further business, President BarbeAnn Nelson-Dodson adjourned the meeting at 2:25 pm.

Respectfully submitted by:

Donna Zigler
Operations Manager