

MINUTES
Board of Commissioners Meeting
June 15, 2010

Those present were LWD Board members BarbeAnn Nelson-Dodson, Dennis Carter, Brian Earls, and Bill Sawders. Also present were Kitty Shields, Mayor – City of La Pine, Rick Allen, City Manager – City of La Pine, Dick Nored – District Engineer, Ashley Williams – Administrative Assistant and Donna Zigler – Operations Manager.

A quorum was established and President BarbeAnn Nelson-Dodson called the meeting to order at 1:05 p.m.

Minutes of previous meetings: Dennis made a motion to accept the minutes of the May 18, 2010 regular meeting and the June 1, 2010 special meeting. Seconded by Brian. **Motion carried unanimously.**

Old Business:

Raise for Utility Worker – Making it Retroactive: Donna and Ashley explained to the board that personnel policy mandates employees get their raises annually on their anniversary date. Brian and BarbeAnn feel all raises should be effective July 1, which is the beginning of the fiscal year. Brian feels it will be difficult to keep track of everyone's anniversary date. Donna stated she has them in her Outlook calendar. After brief discussion, Dennis made a motion to give the raise of \$0.50 retroactive to May 1, 2010, which is the employee's anniversary date. Seconded by Brian. **Motion carried unanimously.**

City of La Pine Utilities Committee Meeting & IGA: The Board reviewed and discussed changes made by District counsel to the IGA. Brian made a motion to accept the IGA and forward it to the city of La Pine. Seconded by Dennis. **Motion carried unanimously.**

Personnel Policy: Donna reported that Ashley has been working on the personnel policy and will have a final version for the July meeting.

Board Policy: Donna reported that Ashley has been working on the board policy and will have a final version for the July meeting.

Application for Funding Update: Dick reported that the application for the WaterSMART grant was sent back for additional information. The application has been updated and returned.

Biogreen Proposal: Dick feels the agreement is ready to go, pending District counsel's final review.

Water Rights Update: Dick and Scott will be meeting with Patrick Hill next week to discuss the land purchase. The land will need to be cleared in order to irrigate.

New Business:

Resolution 2010-3 – Adopting FY10-11 Budget: After reading the resolution, Brian made a motion to accept the resolution adopting the FY10-11 budget. Seconded by Dennis. **Motion carried unanimously.**

Bad Debt Write Offs Due to Foreclosures: The Board reviewed the list of debt we will need to write off due to foreclosures. BarbeAnn would like a breakdown of how much is water service and how much is miscellaneous charges. This will be ready for the July meeting.

Annual Letter: After brief review, BarbeAnn suggested moving the water section to the beginning of the letter. Brian made a motion to accept and send the letter. Seconded by Dennis. **Motion carried unanimously.**

Changing Meeting Time from 1:00 pm to 10:00 am: The Board decided to move the meeting time from 1:00 pm to 10:00 on the third Tuesday of every month.

Financial Reports: Brian 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 Bill. **Motion carried unanimously.**

Correspondence List: There was no correspondence.

There being no further business, President BarbeAnn Nelson-Dodson adjourned the meeting at 1:52 pm.

Respectfully submitted by:

Donna Zigler
Operations Manager