

MINUTES

November 20, 2003

BOARD MEETING

The meeting was called to order at 1:05 pm by Chairman Dennis Carter. Board members in attendance were Dennis Carter, James Newton and Beverly Lawlor. Staff members in attendance were Andy Newton and Sherry Evertson.

James moved to approve the minutes of the October 9, 2003 Board Meeting. Beverly Seconded. Motion carried unanimously.

There were no guests attending the meeting.

Operation Manager's Report:

1. DEQ has granted an extension on the monitoring wells that were supposed to be in this month. We have until May to have the five wells in.
2. Equipment purchases:
 - Snow plow – 8' Boss plow to go on the new pick-up
 - Brush Cutter – to maintain the plant property
 - Pipe Rack – for the new pick-up
3. Paul Hatcher owns property at Paulina Prairie and wants us to spread septage there for fertilizer. The D.E.Q. has tentatively approved the 160 acre site. Beverly moved to make a policy to spread septage at off-site locations approved by the D.E.Q. James seconded. Motion carried unanimously.
4. Andy attended the area Road meeting for the Highway 97 Advisory Board. They want someone from the Sewer District to attend the meetings. Dennis said he will attend when possible, and Andy can attend when Dennis can't.
5. The cat work at the plant is almost done. About half of the pivot expansion is cleared. The piles will be burned when weather permits.

Financial Reports:

The financial reports were reviewed.

Old Business:

The Intergovernmental Agreement with Deschutes County to collect SDC fees for single family homes was reviewed. The only change from the approved draft was that the \$16.50 fee they charge will be taken from the SDC, rather than added to the customer's

charges. Beverly moved to approve the IGA with Deschutes County for collecting SDC's on Single Family Dwellings. James seconded. Motion carried.

Ordinance changes to clean up a number of items:

1. when billing begins on new construction
2. maintaining EDU credits on vacant buildings

James moved to have Sherry work with the attorney on making the necessary changes to the ordinances to clean up the above items. Beverly seconded. Motion carried unanimously.

The lease for the cell tower was reviewed by our attorney and his comments were reviewed. The revised lease was reviewed. James moved to approve the lease agreement with Geneva wireless for the cell tower. Beverly seconded. Motion carried unanimously.

Sherry went over her findings on copy machine features. Her recommendation, for price and quality, as well as maintenance, was the Marathon Business Machines proposal. Beverly moved to purchase a copy machine from Marathon Business Machines for \$5,848. James seconded. Motion carried unanimously.

The board reviewed the Drug and Alcohol policy that is required by D.O.T. for our commercial drivers. Beverly moved to approve the policy. James seconded. Motion carried unanimously.

Board and Staff Christmas party was discussed. Beverly moved to have Sherry make arrangements similar to last year's party. James seconded. Motion carried unanimously.

The board completed the "Board" portion of the SDAO Best Practices survey.

The methodology for the changes to our SDC Ordinance were reviewed. James moved to approve the methodology and executive summary prepared by our engineer and establish it as a basis for SDC revisions. Beverly seconded. Motion carried unanimously. Our attorney will draft the Ordinance and Resolution changes necessary.

Delinquent accounts were reviewed.

Bills to be approved were reviewed. James moved to approve the bills as presented. Beverly seconded. Motion carried unanimously.

There being no further business, the meeting was adjourned at 2:50 pm.

Sincerely,
Sherry Evertson

