

MINUTES

November 10, 2005

BOARD MEETING

A quorum was established and the meeting was called to order by Chairman Dennis Carter at 1:00 pm. Board members present were Dennis Carter, James Newton and Beverly Lawlor. Staff members present were Andy Newton and Sherry Evertson.

Beverly moved to approve the minutes of the October 13, 2005 Board Meeting. James seconded. Motion carried unanimously.

Guests: Chuck Johnson representing La Pine Senior Center was in attendance. The board told him we were hoping to link first billing on commercial to installation of the water meter. We were told, however, by the Water District that the meter was already installed at the Senior Center. The board discussed and decided that in this case, we would begin billing on February 1, 2005. Beverly moved and James seconded to begin billing the La Pine Senior Center on February 1, 2005. Motion carried unanimously.

Operation Manager's Report:

- Andy said it looks like we will finish the Lagoon Expansion Project by December 31st. That is when the extension on the grant period ends.
- The shop building is insulated and wired. The project should be done by the end of December also.
- Richard Nored should be here for the December meeting with updates on the Master Plan.
- Andy said he is sending the guys to Hood River for certification schooling in December. He asked the accountant for acceptable mileage and meals reimbursement for the employees for schooling trips. She provided the info. Beverly moved and James seconded that the mileage and meals reimbursement schedule provided by the accountant be dated and placed in the employee personnel policy manual.

Financial Reports:

Financial reports were reviewed. Sherry said there are two accounts that it doesn't appear we will ever get paid. Ponderosa Pizza for \$125 for grease trap pumping. This pumping was done before agreements for pumping were in place so it is probably not enforceable. The other account is for Officer Malloy for gravel. He is probably in jail, or on the way, and not likely to pay. The board agreed to write off both accounts to bad debts.

New Business:

Andy said we still need to seriously work on merging with the Water District. Options were discussed. Andy suggested we contact the attorney for her opinion on the following options for merging:

1. Dissolve one board and the other take over operation of both
 2. Dissolve both boards and create a new one
- Andy said he plowed the parking lot even though it is the responsibility of the landlord. He suggested we get clarification in writing of landlord responsibilities for liability reasons. Dennis said he and James will be attending the next Park & Rec District board meeting and will discuss landlord responsibilities.
 - Andy said he also plowed the Water District Parking lot. Dennis said they mentioned that they would like to be plowed earlier in the morning so they don't have to move their cars.
 - Sherry handed out a draft letter from the accountant documenting issues that need addressed by the attorney in drafting personnel policies for the district. The information was gathered from a review of the past one year of visa receipts.
 - Beverly moved to forward the letter from the accountant to the attorney for use in drafting personnel policies. James seconded. Motion carried unanimously.
 - The board also wants the attorney to address the following items when drafting personnel policies:
 - o – The use of an account or credit card by an employee or board member that is intended to be reimbursed by the individual will no longer be allowed.
 - o - Purchase of clothing to be approved in advance. When approved, the employee shall purchase the clothing and submit a receipt for reimbursement.
 - o - Accountability for overtime – the reason for the overtime shall be provided on the timecard when it is turned in for pay.
 - The board authorized submitting the Best Practices survey without any changes from last year. The changes we are instituting will not be in place until after the deadline for the survey.
 - Beverly asked Andy how much training the guys have to handle things while they are on call. Andy said not too much. Andy said he has been busy with all the construction projects and not had a lot of time to do training. The board told Andy to make training of the employees to handle things that may come up while they are on call a priority.
 - Beverly moved to donate \$100 to the La Pine Christmas Basket Association from the general account from money earned from septage dumping. James seconded. Motion carried unanimously.

Old Business:

- Dennis read Resolution #05-6 Establishing Rates. Beverly moved to adopt Resolution #05-6. James seconded. Motion carried unanimously.
- Dennis read Resolution #05-7 Adopting Equivalent Dwelling Unit Schedule. Beverly moved to adopt Resolution #05-7. James seconded. Motion carried unanimously.

Correspondence was reviewed and discussed.

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 adjourned at 3:55 pm.