

MINUTES
Board of Directors Meeting
June 8, 2006

Those present were LSSED Board members Dennis Carter and Beverly Lawlor. Also present: Dick Nored, Kitty Shields, Linda Crew, Scott Perkins – Operations Manager and Donna Blatnik – Office Administrator.

A quorum was established and Chairman Dennis Carter called the meeting to order at 1:01 p.m.

Minutes of previous meetings: Beverly made a motion to approve the minutes of the May 11, 2006 Board of Directors meeting and as presented. Seconded by Dennis. **Motion carried unanimously.**

Guests: Kitty Shields attended the meeting on the behalf of the La Pine Political Action Committee (LPAC) to discuss the District entering into a memorandum of understanding (MOU) with LPAC. She explained that the MOU is not a binding agreement; it only states that the District Board will help with the transition if La Pine becomes incorporated. She also asked if anyone of the Directors would be interested in attending LPAC meetings to represent the sewer district. Dennis stated he will attend meetings if possible. The Directors agreed to review the MOU.

Linda Crew attended today's meeting as a representative for Rob McDaniel (see New Business).

Old Business:

FY06-07 Budget – Resolution 06-2: Dennis read the resolution adopting the budget. Beverly made a motion to accept and adopt the resolution. Seconded by Dennis. **Motion carried unanimously.**

2004 Crop Amount for Collection: Donna provided the Directors with the amount owed on the 2004 crop. After reviewing the information, Beverly made a motion to send this information to the District's attorney for her to take collection action. Seconded by Dennis. **Motion carried unanimously.** Dennis will get contact information for the person who owes the District the money.

Agreement with La Pine Water District – Monthly Payment: The Directors agreed to pay the Water District \$3,000.00 per month. This amount will be reviewed in a few months to determine if it covers the Water District's additional costs for payroll, etc.

New Business:

Andy Newton – Employment Separation: Andy's resignation letter dated May 24, 2006 was read and discussion followed on the Directors' decision to provide 1 month's severance pay, pay accrued vacation time and end his employment with the District on May 26, 2006. They decided to ask Scott Perkins to take Andy's place as the Operations Manager for the District.

Letter to DEQ Regarding Scott Perkins Replacing Andy: Donna reported the letter to Larry Brown at DEQ has been sent and he contacted her saying he was fine with the plan the District has for getting Scott certified as level II wastewater collection and treatment. DEQ will contact Scott with a testing date for his collection test. After the collection test is taken, application will be made for the treatment exam. Scott, John and B will alternate weeks on-call.

Wage Increase for Scott Perkins: Beverly made a motion to increase the agreement with the Water District to include a \$6.00 per hour wage increase for Scott. Seconded by Dennis. **Motion carried unanimously.**

James Newton's Resignation from Board of Directors – Appointment of New Director: Dennis read James Newton's resignation letter. Beverly nominated Denise Ronek to replace James. Seconded by Dennis. **Motion carried unanimously.**

Change in Contacts for South Valley Bank/On-Line Banking: Beverly and Dennis signed the necessary forms removing Andy and Sherry as contacts for South Valley Bank and adding Donna.

Construction Standards – H.G.E.: Discussion followed on how long it would take H.G.E. to provide a set of construction standards to the District. Dick feels he can provide them within 2 to 3 months. Beverly made a motion to have Dick prepare construction standards for the District. Seconded by Dennis. **Motion carried unanimously.**

New Computer at Plant: The computer at the treatment plant crashed May 24, 2006. The Directors agreed by phone to have a new computer purchased at a cost of \$1,249.00. The new computer should be here and be installed at the plant by next week sometime. Beverly made a motion to have Donna talk to George Chambers about networking all the computers and having back-up data on a daily basis. Seconded by Dennis. **Motion carried unanimously.**

Coveralls for Employees: The annual clothing amount was discussed. The Directors agreed to allow \$75.00 per year to employees for boots as in the past. Coveralls would also be provided at District expense.

Gas Card for Scott – Fuel Use for Pickup: It was decided to have Scott alternate fuel cards between fill-ups in the Water District's service pickup.

On-Line Tax Payments: Donna explained how much easier it is to pay payroll tax on-line using the IRS' and Oregon Department of Revenue's websites. Advantax will provide the forms to sign up for this service. Beverly made a motion to pay payroll tax on-line. Seconded by Dennis. **Motion carried unanimously.**

Rob McDaniel Septage Dumping: The Directors discussed the situation with Rob McDaniel/Cascade Septic dumping at the plant. Dennis feels there has been some dishonesty in the past and isn't sure that renewing his septage agreement is the right thing to do at this time. After discussion, Beverly made a motion to issue a conditional permit with a probationary period. A letter will be sent separately to explain the conditions of the probationary period. Seconded by Dennis. **Motion carried unanimously.**

Purchase of Replacement Lab Equipment: Scott explained the necessity of purchasing updated lab equipment. He said it would cost approximately \$500.00 to \$600.00. Beverly made a motion to purchase new equipment. Seconded by Dennis. **Motion carried unanimously.**

Re-Max – 16345 6th Street: Donna relayed information from Tom Anderson of Deschutes County CDD on this property's non-compliance issues with the County. Tom will keep Donna informed of the status.

Correspondence List: The correspondence list was reviewed.

Delinquent Accounts: Delinquent accounts were reviewed.

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

Meeting adjourned at 2:58 p.m.

Respectfully submitted by:

Donna Blatnik
Office Administrator