

# LA PINE SPECIAL SEWER DISTRICT



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## **MINUTES Board of Directors Meeting January 9, 2007**

Those present were LSSD Board members Dennis Carter, Denise Ronek and Beverly Lawlor. Also present: Kitty Shields, BarbeAnn Nelson-Dodson and Donna Blatnik – Office Administrator.

A quorum was established and Chairman Dennis Carter called the meeting to order at 1:55 p.m.

**Minutes of previous meetings:** Beverly made a motion to approve the minutes of the December 12, 2006 Board of Directors meeting and as presented. Seconded by Denise. **Motion carried unanimously.**

### **Operations Manager's Report:**

No operations manager's report as Scott was unable to attend the meeting.

**Financial Reports:** Financial reports were reviewed.

### **Old Business:**

*FY05-06 Audit – Final:* Donna reported she received the final audit from Harrigan Price Fronk.

*City of La Pine – District Request to Continue Operating as Special District Until June 30, 2007:* BarbeAnn and Donna attended the city's meeting on January 2, 2007 and presented them with a letter from the Board requesting the city allow the District to continue operating as a special district until June 30, 2007. The city councilors unanimously agreed. BarbeAnn asked the Board to allow her to continue acting as a representative for the District. All agreed.

Kitty Shields asked the Board to consider paying the title transfer fees associated with transferring properties owned by the District to the city. The Board agreed to pay any fees associated with transferring ownership to the city.

*BLM – Purchase of Property for Sewer Expansion:* Donna let the Directors know there was a problem with the paperwork being misplaced while in BLM's possession and that new paperwork will need to be filled out in order to make a deal on the purchase of property for expanding the system.

## **New Business:**

Election of Directors: Donna received documentation from the Deschutes County Clerk's office regarding the upcoming election for District Directors. Unfortunately, the documentation didn't have the correct list of Directors. Deschutes County will resend correct list and Donna will provide Directors up for re-election the necessary paperwork to file for the May 2007 election. Brief discussion followed on the importance of continuing with the election even though the District will be absorbed by the city. The Board agreed that it was necessary in case something was to happen and the District couldn't be absorbed by the city by June 30, 2007.

Ted Lackey – Odor Complaint: The Board asked if we had heard anything from Mr. Lackey regarding the smell at his home. Donna hasn't heard from him regarding the smell. The Board instructed her to send a follow-up letter asking if the problem has been eliminated.

Maturity of CD: Brief discussion followed on rates Donna provided. Denise made a motion to transfer the CD to Community First Bank since they have better rates. Seconded by Beverly. **Motion carried unanimously.**

Request to Pacific Power Products to Refund Credit Balance: There has been a credit balance with Pacific Power Products since May 2005. Denise made a motion to have Donna send a letter asking them to refund the credit balance. Seconded by Beverly. **Motion carried unanimously.**

Bio Mass Plant: Deschutes County Commissioners attended the city's January 2, 2007 meeting to discuss the matter of a bio-mass plant moving to La Pine. The plant would use approximately 480,000 gallons of water per day. This will be an issue the District will deal with through our engineer.

Job Descriptions and Pay Scales: Donna will check with the cities of Bend, Redmond, Prineville and Sisters to request copies of their utility pay scales. She and Scott will work on preparing job descriptions and a pay scale for each job description.

Donation of Website to City of La Pine: Discussion followed on donating the District's website to the city. Beverly made a motion to donate the website and any costs associated with changing it to the city since they will be taking over the District eventually. Seconded by Denise. **Motion carried unanimously.**

Purchase of Postage Meter: Brief discussion on the advantages of purchasing a postage meter. Denise made a motion to purchase a postage meter. Both water and sewer districts will share the expense. Seconded by Beverly. **Motion carried unanimously.**

Purchase of Office Furniture: Discussion followed on the need to purchase new office furniture in order to accommodate the office equipment and make the office visually pleasing. Denise made a motion to purchase new office furniture. Both water and sewer districts will share the expense. Seconded by Beverly. **Motion carried unanimously.**

Consolidation of Billing with Water District: Discussion followed on the need to eventually consolidate the billings using an 8 ½" x 11" format instead of the billing cards currently used by both districts. Donna will talk to Pam Swires of USDA and Candi Fronk of Harrigan Price Fronk to find out any particulars regarding accounting procedures.

Consolidation of PO Box with Water District: Donna suggested looking into acquiring a larger post office box so that both districts can receive mail at one box instead of two. The Board directed her to fill out the appropriate paper work to get on the waiting list for a larger post office box.

La Pine Park & Recreation District – Request to Waive Late Fees: Donna provided the Directors with a letter given to her by Tony DeBone of the La Pine Park & Recreation District requesting the District waive late fees in light of financial difficulties the park & recreation district is having. The Board agreed to waive late fees on the park & recreation accounts.

Past Due Balances – Escrow Companies’ Responsibility: Denise opened discussion on what to do with escrow/title companies that don’t check with the District for past due balances. She said that if they don’t contact us, any past due balance is their responsibility. She will check on properties that have been sold and past due balances weren’t paid through escrow.

Property in the Newberry Industrial Park Owned by District: Denise asked what would be done with this property. Dennis feels nothing should be done and just let it go to the ownership of the city.

**Correspondence List:** The correspondence list was reviewed.

**Delinquent Accounts:** Delinquent accounts were reviewed.

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

Meeting adjourned at 2:51 p.m.

Respectfully submitted by:

Donna Blatnik  
Office Administrator