

# LA PINE SPECIAL SEWER DISTRICT



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## MINUTES Board of Directors Meeting October 13, 2009

Those present were LSSD Board members Dennis Carter, Bill Sawders and Ron Smith. Also present: Jennifer Wells, Kitty Shields, Candi Fronk, Michelle Rich, Rob Broberg, Tim Riley and Donna Zigler —Office Administrator.

A quorum was established and Dennis Carter called the meeting to order at 1:15 p.m.

**Minutes of previous meetings:** Ron made a motion to approve the minutes of August 11, 2009 Board of Directors meeting as presented. Seconded by Bill. **Motion carried unanimously.**

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

### Old Business:

*FY08-09 Audit Findings —Harrigan Price Fronk:* Candi Fronk reviewed the audit for the Board and gave the District clean findings. Ron made a motion to accept the audit. Seconded by Bill. **Motion carried unanimously.**

Meeting closed at 1:24

Meeting reopened at 2:56

*Biogreen:* Rob Broberg reported that Biogreen has received the grant they applied for and hope to begin work on the plant by summer 2010. Dick will add emergency clause for water consumption. Motion to sign agreement between District and Biogreen, with revisions to be made by Dick, made by Dennis. Seconded by Bill. **Motion carried unanimously.**

*Morson Street Project Update:* Dick reported that a drop manhole has been installed at the site of a culvert near the Prairie House. Also an intertie at Morson and Hwy 97 line so Huntington Road can be used as overflow.

BLM Land Application —Update: No update yet. Kitty Shields reported that the process may have been slowed down due to the city adding a small section of land to the land conveyance bill.

**New Business:**

Jennifer Wells — La Pine Community Kitchen: Jennifer attended today's meeting to request the District waive the SDCs for the additional building. Dennis explained that we already made the decision that no SDCs would be due.

Application for Funding: Dick has submitted the application. No update yet.

Cagle Acres Annexation: Donna will work with Carrie Connelly on the annexation.

Waiver of Conflict of Interest for Biogreen Agreement: Dennis signed the waiver and Donna returned it to Carrie Connelly.

Close Office During Week of Thanksgiving: After brief discussion, it was decided that Ashley Williams will take the week off and Donna will work.

Christmas Party for Employees and Board: After brief discussion, it was decided to hold the Christmas dinner for staff and board members on December 8, 2009. Ashley will make arrangements.

Beverly Lawlor's Request to Purchase Computer from District: Ron made a motion that we sell the computer for \$1.00 to Beverly and have a plaque made recognizing Beverly for her years of service to the La Pine community. Seconded by Bill. **Motion carried unanimously.** Donna will have Tony DeBone clean the computer and get it ready for Beverly.

Temporary Employee — Make Permanent: Bill made a motion to make the temporary employee permanent and give a .50 cent per hour raise and provide all benefits. Seconded by Ron. **Motion carried unanimously.**

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

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

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

There being no further business, Chairman Dennis Carter adjourned the meeting at 3:44 pm.

Respectfully submitted by:

Donna Zigler  
Office Administrator