

# LA PINE SPECIAL SEWER DISTRICT



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## MINUTES Board of Directors Meeting January 12, 2010

Those present were LSSD Board members Dennis Carter, Ron Smith and Bill Sawders. Also present: Nan Hall, BarbeAnn Nelson-Dodson, Dick Nored, Kitty Shields and Donna Zigler —Office Administrator.

A quorum was established and Dennis Carter called the meeting to order at 2:34 p.m.

**Minutes of previous meetings:** Ron made a motion to accept the minutes of the December 8, 2009 board meeting as amended to delete Scott Perkins as being in attendance and add Kitty Shields as being in attendance. Seconded by Bill. **Motion carried unanimously.**

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

### **Old Business:**

*Gordy's Truck Stop Site Survey:* BarbeAnn conducted a site survey on behalf of the District at Gordy's per Gordon Wanek's request. This survey should have been done in spring 2009. BarbeAnn feels site surveys should be done on all commercial properties this year.

*Application for Funding — Update:* Dick reported that an environmental analysis on the re-use site will need to be conducted. He was directed by the Board to check in the cost and time involved in conducting the survey, but estimates the cost to be approximately \$25,000 to \$30,000 and must be completed by August 2010. We are also waiting on the city's adoption of their comprehensive plan before we can proceed on funding. Kitty reported that the first reading of the comprehensive plan will be held January 13, 2010 at 6:00 pm at city hall after a 5:00 work session.

*Committee for Sewer with the City of La Pine:* Dennis attended the City of La Pine's Utilities Committee meeting. After reviewing the recording of the meeting, BarbeAnn stated she feels Dennis was "slammed" at the meeting with comments like the Board makes decisions "willy nilly". BarbeAnn asked that she be allowed to act as representative for both water and sewer districts. She and Donna will research information through USDA and SDAO and provide it to the utilities committee at their next meeting. Dennis stated he didn't leave the meeting feeling good about it.

Jayne Benner stated she feels it would be a great idea for BarbeAnn to attend and provide the information necessary to the committee. She also stated that she knows working on boards is hard work and commends the board members for doing it. She stated that the committee was formed in response to questions from the public as to the feasibility of taking over both water and sewer districts.

Ron made a motion to have BarbeAnn act as representative for both water and sewer districts. Seconded by Bill. **Motion carried unanimously.**

Biogreen — Update: Dick reported that there will be a permit modification since water will go to Biogreen for nondomestic uses.

Cagle Acres — Update: Dick provided an updated financial analysis for the Board using for their review. Annexation cannot take place until the city's comprehensive plan is adopted.

### **New Business:**

SDAO Annual Conference: Ashley will attend the conference on behalf of the District.

Personnel Policy Update: Donna provided questions Ashley Williams had asked regarding updating of the personnel policies for the District. Following are those decisions: The maximum vacation employees can roll over from fiscal year to fiscal year is 8 weeks; salaries shall be reviewed annually; the employees' direct supervisor shall relay information to the Board for annual performance reviews; and new employees shall have reviews every 30, 60 and 90 days. Ashley Williams will check with similar districts regarding their pay scales for employees.

Payment to USDA for Wickiup: Donna reported that the annual payment to USDA will be automatically withdrawn in February.

Annual Agreement with City of La Pine: Donna reported that she has contacted Christy Monson at Speer Hoyt to begin review/renewal of the IGA between the District and the city of La Pine.

Budget Committee for FY10-11 Budget: Donna will begin running ads for budget committee members.

La Pine Septic: Donna reported that due to lack of payment, La Pine Septic has been cut off until all past due balances are paid in full.

**Correspondence List:** There was no correspondence

**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 3:38 pm.

Respectfully submitted by:

Donna Zigler  
Office Administrator