

LA PINE SPECIAL SEWER DISTRICT



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MINUTES Board of Directors Meeting June 15, 2010

Those present were LSSD Board members Dennis Carter, James Newton and Bill Sawders. Also present: Jake Obrist - employee, Kitty Shields – Mayor, city of La Pine, Rick Allen – City Manager, city of La Pine, Matt Finnestad – Abe Jones Septic, Dick Nored – District engineer, Ashley Williams – Administrative Assistant and Donna Zigler – Office Administrator.

A quorum was established and Dennis Carter called the meeting to order at 2:05 p.m.

Minutes of previous meetings: Bill made a motion to accept the minutes of the May 18, 2010 budget committee meeting and May 18, 2010 regular meeting. Seconded by James. **Motion carried unanimously.**

Financial Reports: Financial reports were reviewed.

Old Business:

Employee Raises: Donna and Ashley explained to the board that personnel policy mandates employees get their raises annually on their anniversary date. The Board agreed to continue giving raises on anniversary dates.

Brian and BarbeAnn feel all raises should be effective July 1, which is the beginning of the fiscal year. Brian feels it will be difficult to keep track of everyone's anniversary date. Donna stated she has them in her Outlook calendar. After brief discussion, Dennis made a motion to give the raise of \$0.50 retroactive to May 1, 2010, which is the employee's anniversary date. Seconded by Brian. **Motion carried unanimously.**

Raise for Utility Worker – Making it Retroactive: As per the District's personnel policy, employees are to be given raises on their anniversary date, not at the beginning of every fiscal year. James made a motion to give the utility worker his raise retroactive effective May 1, 2010. Seconded by Bill. **Motion carried unanimously.**

Personnel Policy: Donna reported that Ashley has been working on the personnel policy and will have a final version for the July meeting.

Board Policy: Donna reported that Ashley has been working on the board policy and will have a final version for the July meeting.

IGA with City of La Pine Update: The Board reviewed and discussed changes made by District counsel to the IGA. Bill made a motion to accept the IGA and forward it to the city of La Pine. Seconded by James. **Motion carried unanimously.**

Application for Funding Update: Dick reported that the environmental assessment should be done within the next 30 days at which point he will submit the application.

Biogreen Proposal: Dick feels the agreement is ready to go, pending District counsel's final review.

BLM Land Acquisition: Dick said it looks as though will be working with BLM on the land acquisition again as the bill put before the US Senate as not passed yet.

New Business:

Resolution 10-1 – Adopting FY10-11 Budget: Bill read the resolution. James made a motion to adopt the resolution. Seconded by Bill. **Motion carried unanimously.**

Resolution 10-2 – Establishing Rates: Bill read the resolution. James made a motion to adopt the resolution. Seconded by Bill. **Motion carried unanimously.**

Annual Letter: The Board agreed to switch the water section to the beginning of the letter. Bill made a motion to accept and send the letter. Seconded by James. **Motion carried unanimously.**

Review of List of Debt to be Sent to Deschutes County Tax Collector/July Meeting: The Board reviewed the draft list Donna provided. She requested that we have a special meeting in July as our regular meeting is past the due date set by the county for filing these liens. The Board agreed. Donna will contact Board with the date.

Bad Debt Write Offs Due to Foreclosures: The Board reviewed the list of debt write offs due to foreclosure. These cannot be sent to the county for lien, as they were foreclosed and sold without the District's knowledge. Bill made a motion to accept the list and write these debts off. Seconded by James. **Motion carried unanimously.**

Abe Jones Septic – Discontinuance of Receiving Septage: Matt Finnestad attended today's meeting to discuss the District's decision to discontinue accepting septage from Abe Jones Septic. Mr. Finnestad claimed that Jake Obrist (District employee) swore at Mr. Finnestad's brother about leaving messes. Mr. Finnestad apologized for the incident and any derogatory remarks he or anyone with Abe Jones made about the District. Jake Obrist feels they weren't taking responsibility and were making excuses for everything. Jake would like them to take responsibility for their actions and clean up after themselves as all septage dumpers are expected to do. The Board discussed the issue briefly and decided to allow District employees to discuss this matter and make a decision as to whether they will allow Abe Jones to dump at the facility.

Donna will check with District counsel about preparing a septage dumping agreement/release.

Charges for Store Front – BBQ Businesses: Donna stated she discussed this issue with District counsel. District counsel said the District could charge the SDC and monthly service charge, but that we may be better off letting it go as these businesses enter and leave the District daily. The Board agreed to not charge for service at this time.

Changing Meeting Time from 1:00 pm to 10:00 am/July Meeting Date Change: Bill made a motion to change the meeting time from 1:00 pm to 10:00 am. Seconded by James. **Motion carried unanimously.**

Correspondence List: There was no correspondence

Delinquent Accounts: Delinquent accounts were reviewed.

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

There being no further business, Chair Dennis Carter adjourned the meeting at 2:48 pm.

Respectfully submitted by:

Donna Zigler
Office Administrator