

# LA PINE SPECIAL SEWER DISTRICT



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## MINUTES Board of Directors Meeting November 16, 2010

Those present were LSSD Chairman Dennis Carter and board member James Newton. Also present: Patti Morgan – city of La Pine, Mary Thorson, Stu Martinez, Rick Allen – city manager, city of La Pine, Doug Ward – city councilor, city of La Pine, Ken Mullenex, Dick Nored – HGE, Scott Perkins – Operations Manager and Donna Zigler – Office Administrator.

A quorum was established and Dennis Carter called the meeting to order at 1:43 p.m.

**Minutes of previous meetings:** James made a motion to accept the minutes of the September 21, 2010 regular meeting. **Seconded by Dennis. Motion carried unanimously.**

**Financial Reports:** Donna reviewed the budget and stated that she will have a budget amendment prepared for the December meeting to transfer money from contingencies to materials and services.

### Old Business:

City of La Pine IGA/Utilities Committee/Withdrawal: After reviewing the correspondence from USDA, the Board decided to hold off on allowing withdrawal of the District for the duration. Donna reported that Christy is working on an updated IGA for the city of La Pine.

Application for Funding Update: Dick Nored provided the Board with the funding packet and reported that the One-Stop meeting will be held on December 14 at 2:30. James and Barb will be attending.

Combining Billing with Water District/Billing Agreement: Donna reported that she hopes to be able to have this task complete by the end of February 2011. Carrie is reviewing the suggested changes requested by Donna and will hopefully have an agreement ready to sign at the December meeting.

AFLAC: No representative present. Donna will be reviewing the information before making a recommendation to the Board.

### New Business:

Security Cameras: Tabled pending big from Powers of Automation (telemetry).

Resolution #10-3 – Personnel Policy: James read the resolution. James made a motion to adopt Resolution #10-3. Seconded by Dennis. **Motion carried unanimously.**

Resolution #10-4 – Board Policy: James read the resolution. James made a motion to adopt Resolution #10-4. Seconded by Dennis. **Motion carried unanimously.**

Resolution #10-5 – Annexation of Land Outside Boundary: James read the resolution. James made a motion to adopt Resolution #10-5. Seconded by Dennis. **Motion carried unanimously.**

Resolution #10-6 – Adopting EDU Schedule: James read the resolution. James made a motion to adopt Resolution #10-6. Seconded by Dennis. **Motion carried unanimously.**

Resolution #10-7 – Approving Amendment One to the December 11, 2007 Agreement for Wastewater System Engineering Services and Authorizing Execution of All Necessary Documents: Tabled pending discussion with legal counsel regarding possible errors.

Facebook for District: After brief discussion, the Board agreed to have staff prepare a Facebook page for the District.

Christmas Party/Christmas Bonuses: After brief discussion, the Board agreed to hold the District's Christmas party at Ponderosa Pizza with the water district. Funds for the party will come from outside septage. Donna will contact Ponderosa and set up a time and date for the party and let everyone know.

Christmas bonuses: Ashley Williams - \$250.00 and Jake Obrist - \$200.00. These funds will come from outside septage.

Change for Cash Drawers: James made a motion to increase the amount of petty cash to \$100.00 and the cash drawers to \$100.00. Seconded by Dennis. **Motion carried unanimously.**

Nationwide Insurance: No representative present.

**Public Comment:** Councilor Doug Ward asked if we would be moving the treatment plant after the District acquires the land we are requesting from BLM. Dick and explained that yes, we would be moving the lagoons and hay pivot to the new location as it is further from town. No plans as yet as to what we will do with the old land.

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

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

There being no further business, Dennis Carter adjourned the meeting at 2:09 p.m.

Respectfully submitted by:

Donna Zigler  
Office Administrator