

LA PINE WATER DISTRICT

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L A P I N E S P E C I A L S E W E R D I S T R I C T



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**MINUTES
LA PINE WATER DISTRICT BOARD OF COMMISSIONERS
LA PINE SPECIAL SEWER DISTRICT BOARD OF DIRECTORS
REGULAR MEETING
June 19, 2012
16345 Sixth Street – City Hall
5:00 pm**

I. Establish quorum and call to order (WATER AND SEWER)

Quorum was established for both districts, the following members were present for La Pine Water District: President Wayne Kovacs, Vice-President Bill Sawders, Secretary/Treasurer Terry Makinson, Commissioner Brian Earls, and Commissioner David Harms. The following members were present for the La Pine Special Sewer District: Chairman Wayne Kovacs, Vice-Chair Brian Earls, and Secretary/Treasurer Bill Sawders. Also present was Donna Zigler, Operations Manager and Office Administrator.

II. Pledge of Allegiance

Donna Zigler led the Pledge of Allegiance.

III. Consent Agenda (WATER AND SEWER)

1. May 15, 2012 Regular Session Minutes
2. June 12, 2012 Budget Hearing Minutes
3. June 12, 2012 Special Session Minutes
4. Financial Reports
5. Adjustments
6. Delinquent Accounts
7. Bills to be Approved

Commissioner/Vice-Chair Earls made a motion to approve the consent agenda as presented. Vice-President/Secretary/Treasurer Sawders seconded the motion for Sewer. Secretary/Treasurer Makinson seconded for Water. Motion passed unanimously.

IV. Old Business

6. FY11-12 Audits (**WATER AND SEWER**)

City Recorder/Finance Officer Lori Martin stated that Harrington, Fronk and Price would be a good auditor to do the audit. Donna Zigler said that they had originally selected that company to perform the audit in August.

7. Delinquent Accounts to Deschutes County (**SEWER**)

Donna Zigler stated that the City can transfer these accounts. She said she would get everything ready by June 29th and send it to Ms. Martin so the City can ratify it and send it off.

8. Performance Reviews for Utility Workers (**WATER AND SEWER**)

This item was tabled until the meeting on June 27th with the City of La Pine.

9. Annual Letter (**SEWER**)

Commissioner/Vice-Chair Earls made a motion to accept the annual letter to be sent out as soon as Donna and Steve agree on any minor changes. Vice-President/Secretary/Treasurer Sawders seconded for Sewer and Commissioner Harms seconded for water. Motion passed unanimously.

10. Water Quality Report (**WATER**)

Commissioner/Vice-Chair Earls made a motion to accept the Water Quality Report as presented. Secretary/Treasurer Makinson seconded the motion. Motion passed unanimously.

11. Labor Negotiations – Rescind/Void Executive Session Held June 8, 2012 (**WATER**)

Commissioner/Vice-Chair Earls made a motion to rescind the Executive Session that was held on June 8, 2012. Vice-President/Secretary/Treasurer Sawders seconded the motion. Motion passed unanimously.

V. Close Regular Meeting to Hold Executive Session to Discuss Labor Negotiations under ORS 192.660(2)(d) (**WATER AND SEWER**)

Commissioner/Vice-Chair Earls made a motion to close the meeting and open an Executive Session. Vice-President/Secretary/Treasurer Sawders seconded the motion. Motion passed unanimously.

Meeting was closed at 5:14 pm.

VI. Re-Open Regular Meeting

Meeting was re-opened at 6:21 pm.

VII. New Business

Commissioner/Vice-Chair Earls made a motion to rescind the Executive Session that was held by the Water District. Vice-President/Secretary/Treasurer Sawders seconded the motion. Motion passed unanimously.

12.Labor Negotiations – Ratify Labor Agreements (WATER AND SEWER)

Commissioner/Vice-Chair Earls stated that they would like to present an agreement that was just discussed in the Executive Session.

Commissioner/Vice-Chair Earls made a motion to ratify the contracts that have been agreed to in negotiations. Vice-President/Secretary/Treasurer Sawders seconded for both Water and Sewer. Motion passed unanimously.

13.Resolution 2012-6 – Amending FY11-12 Budget (WATER)

Donna Zigler stated that she is pulling out \$20,000 in the Operating Contingency for Water and putting it in personnel services to cover the payout of vacation at the end of this fiscal year.

Commissioner/Vice-Chair Earls made a motion to accept Resolution 2012-6 amending the FY 2011-2012 budget. Vice-President/Secretary/Treasurer Bill Sawders seconded the motion. Motion passed unanimously.

14.Resolution #12-5 – Amending FY11-12 Budget (SEWER)

Donna Zigler stated this is to pull out \$10,000 from the Operating Contingency for Sewer and moving it to personnel services to payout vacation at the end of this fiscal year.

Commissioner/Vice-Chair Earls made a motion to accept Resolution 12-5 amending the FY 2011-2012 budget. Vice-President/Secretary/Treasurer Bill Sawders seconded the motion. Motion passed unanimously.

15.OSHA Report (WATER)

Donna Zigler stated that OSHA has found four items, not major, that need to be rectified. She said they are currently working to correct these issues.

16.Workers' Compensation (WATER AND SEWER)

Ms. Zigler stated that after talking with the insurance agent, he advised to go ahead and pay workers' comp even though it would be effective July 1st. She said an audit will be done and monies rescinded once it is determined how long the workers' comp policy is actually in place for.

Commissioner/Vice-Chair Earls made a motion to pay workers' comp for Water and Sewer. Vice-President/Secretary/Treasurer Sawders seconded for Sewer and Secretary/Treasurer Makinson seconded for Water. Motion passed unanimously.

17. Payout of Staff's Accrued Leave (WATER AND SEWER)

Donna Zigler stated that the personnel policy states that the Districts must payout accrued vacation leave. She said the employees have the option to carry over 80 hours to the City and get paid for any additional leave. Ms. Zigler said that is what the employees have expressed they want to do.

Commissioner/Vice-Chair Earls made a motion that the numbers tentatively here will be given to the payroll service to payout any excess hours vacation over 80 hours according to personnel policies and the Oregon Statute which we are supposed to payout in the event of a withdrawal. Vice-President/Secretary/Treasurer Sawders seconded the motion. Motion passed unanimously.

18. Removal of Late Fees – Account No. 1594 (WATER AND SEWER)

Donna Zigler stated that they have tried to contact the tenant but have not been able to. The property management company has asked that late fees be removed but they will pay for the actual services of water and sewer.

Commissioner/Vice-Chair Earls made a motion to remove the late fees from Account No. 1594 for Water and Sewer for a total amount of \$207.47. Vice-President/Secretary/Treasurer Sawders seconded the motion. Motion passed unanimously.

19. Removal of Late Fees – Account No. 1579 (WATER)

Donna Zigler stated that the tenant left without paying their bill and the property management company has asked to have the late fees removed but will pay for the actual water service used.

Commissioner/Vice-Chair Earls made a motion that we write off the late penalties for Account No. 1579 in the amount of \$350.71. Commissioner Harms seconded the motion. Motion passed unanimously.

VIII. Staff Report

None.

IX. Added Agenda Items (WATER AND SEWER)

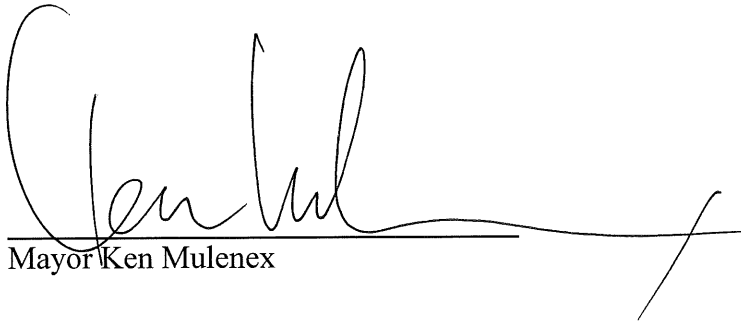
None

X. Public Comment (WATER AND SEWER)

Director Allen discussed the Master Transition and Withdrawal Agreement that is being prepared by the City Attorney and also by the Districts Attorney. He said it will be on the agenda for the Joint Meeting scheduled for June 27th. The joint meeting will start at 4 pm.

XI. Adjourn (WATER AND SEWER)

Commissioner/Vice-Chair Earls made a motion to adjourn. Vice-President/Secretary/Treasurer Sawders seconded the motion for Sewer. Secretary/Treasurer Makinson seconded for Water. Motion passed unanimously.



Handwritten signature of Ken Mulenex in cursive script, written over a horizontal line.

Mayor Ken Mulenex

Attest



Handwritten signature of Lori Martin in cursive script, written over a horizontal line.

Lori Martin, City Recorder/Finance Officer