

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda Board of Directors - Regular Meeting January 21, 2016 – 10:00 a.m.

Call to Order - Roll Call

Approval of Minutes

- a. Regular Meeting of November 19, 2015
- b. Regular Meeting of December 17, 2015 (Cancelled – No Minutes)

Approval of Bills

- a. November 2015
- b. December 2015

Accounting Reports

- a. Profit & Loss and Balance Sheet (November & December)

Operator Report

Old Business

New Business

- a. Farm Lease
- b. Appoint Budget Officer
- c. Budget Committee
- d. Budget Workshop
- e. SDC Monies Collected
- f. SDAO Annual Conference
- g. Audit Ending June 30, 2015
- h. Sick Leave Policy
- i. On-Call Policy

Correspondence

- a. Phil Alves

Future Agenda Suggestions

Public Comments

Adjourn

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting January 21, 2016 - 10:00 a.m.

Call to Order - Roll Call: President Bob Chase called the meeting to order at 10:00 a.m. Members present; Bob Worthean, Elreta Humeston and Ann Arritola. Members absent; Phill Alves. **District Employee:** Rick Durham and Ellie Davis. **Visitors:** Reed Campbell.

Approval of Minutes:

- a. Regular Meeting Minutes of November 19, 2015 were approved.

Approval of Bills:

- a. Ann made a motion to pay the bills for November 2015 as presented. Elreta seconded the motion, the motion carried unanimous. Ann made a motion to pay the bills for December 2015 as presented. Bob Worthean seconded the motion, the motion carried unanimous.

Accounting Reports:

- a. Profit & Loss and Balance Sheets were reviewed.

Operator Report:

- 11/26/15 had a call-out for extended pump run.
- 12/10/15 had a call-out at 9:01 pm for low vacuum.
- We had a total of 20 connected for the 2015 calendar year. 13 of these connections were done since 7/1/2015.
- Kyle Shepard's employment was terminated from the District in December. 3 candidates were interviewed for the position and Reed Campbell was hired.
- A company in Washington State that builds sewage pump trucks has a couple of used trucks that will be available for sale soon. Will have more information soon along with pricing.
- A new copy machine was purchased to replace the old one that no longer has parts available.

Old Business: None

New Business:

- a. Farm Lease – Notices have been published and posted that the district will be accepting farm lease bids from the public. A draft lease has been prepared with the same terms as the previous agreement, only changes made were to the length of the term.
- b. Appoint Budget Officer – Bob Worthean made a motion to appoint Rick Durham and Ellie Davis as Budget Officers for the upcoming 2016-2017 budget year. Elreta seconded the motion, the motion carried unanimously.
- c. Budget Committee – There are currently positions available and each position is a three-year term. First meeting will be mid-April.
- d. Budget Workshop – This year's budget workshop will be held at the Bend Parks & Recreation District Office in Bend on Thursday February 11, 2016 from 9:00 a.m. to 3:30 p.m.
- e. SDC Monies Collected – Ellie reported to the Board yearly accounting summary of SDC Monies that have been collected for the 2015 year. Reimbursement Fees of \$122,023.94 and Improvement Fees of \$36,704.96. Of those funds \$49,000.00 was used for the annual loan

payment and \$10,100.00 was used to install new vacuum and new pressure sewer pits for new home construction.

- f. SDAO Annual Conference – Special District’s Association of Oregon (SDAO) is having their annual conference in Sunriver Oregon February 4th-7th, 2016. Ellie Davis and all Board Members will be attending.
- g. Audit Ending June 30, 2015 – Bob Worthean made a motion to accept the draft with minor changes. Elreta seconded the motion, the motion carried unanimously. John Barnett from Barnett & Co. CPA’s will have final copies prepared.
- h. Sick Leave Policy – The District needs to revise its current policy to be in compliance with Oregon’s new Sick Time Law. A change was made to include regular part-time employees; that allow them to accrue 2 hours of paid sick leave semi-monthly. Bob Chase made a motion to make that revision retro-active to July 1, 2015. Elreta seconded the motion carried unanimously. Other aspects of the policy will be discussed further at next month’s meeting.
- i. On-Call Policy – Modifications were made to the current policy. Respond time was changed from 45 minutes to 30 minutes. Employees who live within the District only, would be allowed to take the District vehicle home during on-call time and employee’s on-call would receive \$25 per day on weekdays and weekends, and \$50 on Holiday’s.

Correspondence:

Phil Alves – Submitted a letter of resignation effective today January 21, 2016, due to personal reasons and is no longer able to fulfill his position on the Board of Directors.

Future Agenda Suggestions:

- Sick Leave Policy
- Farm Lease

Public Comments: None

Adjourn: The meeting was adjourned by President Robert Chase at 11:40 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday February 18, 2016 at the District Office.

Elreta Humeston
Secretary

February 18, 2016
Date