

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting February 18, 2021 - 10:00 a.m.

Call to Order: Ann Arritola called the meeting to order at 10:03 a.m. Members present; Elreta Humeston Jeff Okamoto, Ricky Keller and Phil Alves. Members absent; None. **District Employee:** Reed Campbell and Ellie Davis. **Visitors:** None.

Approval of Minutes:

- a. Regular Meeting Minutes of January 21, 2021 were approved.

Approval of Bills:

- a. Ann made a motion to pay the bills for January 2021 as presented. Elreta seconded the motion, the motion carried unanimously.

Accounting Reports:

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

Operator Report:

- We had a couple of problems this last month. First the soft start for Vacuum Pump #3 burnt up and needed replacing. We called in TAG (The Automation Group) to come and re-wire a new one. The second was the contractors in the area who are working on stage two for the fiber installation hit a four-inch lateral of ours under the pavement. We did not call our contractor in to repair it, instead my crew and myself fixed it. However, come Springtime the pavement on the street will need to be patched.
- Reed proposed upgrading the chlorine dispensing system at Section 25 and moving into a liquid method rather than slow releasing tablets. Liquid is a lesser cost over the tablets and is more efficient, as the tablets tend to fluctuate the levels of chlorine too much. The initial cost of one system was approximately \$14,000.00. The Board would like to consider systems with other additional options. More information will be provided at next month's meeting.
- Reed advised the Board that the triangle piece of property is to be kept as a wildlife sanctuary per the USFS and cannot be sold.

Old Business:

- a. Review Employee Handbook – The subsection under On-Call Time, item B was designated only for employees who lived within the District would be allowed to take a company vehicle home while they were on-call. Ann requested that this paragraph removed from the handbook and renumbered accordingly. Under Health, Dental & Vision Insurance Benefit, subsection Eligibility, employees working 40 hours or more per week will be changed to 24 hours or more per week. Under subsection Cost, was revised to read that an eligible employee who chooses not to enroll, the District will give a stipend amount per month in lieu of coverage as determined by the Board. Ann made a motion to adopt the changes as read. Phil seconded the motion, the motion carried unanimously. Ann made a motion to allow Ellie to take a stipend in the amount of \$600 per month, in lieu of full health insurance coverage. Phil seconded the motion, the motion carried unanimously.

New Business:

- a. Budget Officer – Ann made a motion to appoint Reed Campbell and Ellie Davis as Budget Officers for the upcoming 2021 – 2022 budget year. Phil seconded the motion, the motion carried unanimously.
- b. Budget Committee – Letters were mailed to last year’s budget committee members asking if they would be interested in participating again this year. There are currently positions available and each position is a three-year term and deadline for applications is April 1, 2021.
- c. May 18, 2021 Special Election – This election is where Special Districts elect Board Members. Terms to expire this year are; Position#1 - Ann Arritola, Position#2 - Elreta Humeston, Position#3 - Ricky Keller and Position#4 - Jeff Okamoto. Filing period begins February 6, 2021 and ends March 18, 2021 at 5:00 p.m.
- d. Letter from Auditor – Price Fronk & Co. conducted the District’s Audit ending June 30, 2020. Upon completion, they noted the same deficiencies in internal controls, as usual auditing practice. The District will likely receive another letter from the Secretary of State advising that a plan of action must be adopted addressing those deficiencies. They advised that these are a quite common issue for smaller entities such as us.
- e. District Vehicle Use Agreement – Ann read the agreement into the minutes. This will give qualified employees permission to operate a company vehicle and will allow employees who are in an on-call rotation to take a company vehicle home. One minor correction was made. Ann made a motion to adopt the agreement and will become part of new employee packets. Phil seconded the motion, the motion carried unanimously. A discussion took place about purchasing another pickup for the District. The Board said a new or used pickup was acceptable and designated Reed to pursue the purchase. Phil made a motion that the District Manager be allowed to operate a company vehicle to and from work. Ann seconded the motion, the motion carried unanimously.

Correspondence: None

Future Agenda Suggestions:

- Budget Committee
- Employee Retirement Policy

Public Comments: None

Adjourn: The meeting was adjourned by President Ann Arritola at 12:05 p.m. The time and place of the next meeting is at 10:00 a.m. on Thursday March 18, 2021 at the District Office.

Elreta Humeston
Secretary

March 18, 2021
Date