

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting September 21, 2023 - 10:00 a.m.

Call to Order: Chairman Jerry Preston called the meeting to order at 10:00 a.m. Members present; Ricky Keller, Dan DeHaven and Jeff Okamoto. Members absent; None. **District Employees:** Ellie Davis, Zach Imel, Ethan Morton & Alionso Donan. **Visitors:** None.

Approval of Minutes:

- a. Approval of August 17, 2023 Regular Meeting motioned by Jeff, seconded by Ricky, all in favor.

Approval of Bills:

- a. Approval to pay the bills for August 2023 motioned by Jeff, seconded by Ricky, all in favor.

Accounting Reports:

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

Operator Report:

- Since the last meeting our plant has been running with at least two callouts per week, vacuum related. Most of them are pits the boys have already hit during the maintenance season. On 9/18 Alionso and Ethan had three vacuum pits go down and were out for about 7 hours finding and fixing them. Grease accumulated in all the lift stations besides Snow Goose Ct, due to the few warm days this past month. After it called out the Blue Heron lift station for high level, the boys spent the next two days netting all grease out of the lift stations. Almost an entire 40-gallon trash can was filled. Cornerstone Construction connected the sewer on Scaup without the homeowner paying SDC's, this was brought to our attention from Ellie and the connection was cut immediately after, now awaiting payment. Both OSHA site visit list items are being worked on daily. The Wallace Group was out here on 9/20 to educate staff on the testing and sampling requirements of the permit.
- Zach received a quote on the screen for the main lagoon of \$140,000.00. Jerry suggested that Levi Tickner have a look at the quote on what is being proposed.
- Ethan shared draft sheets for regular vehicle maintenance. Jerry will look into maintenance books for each vehicle. Building maintenance sheets will be tailored to our specific needs.
- Approval up to \$10,000 to purchase 20 new HP controllers from Airvac for the vacuum pits was motioned by Jeff, seconded by Ricky, all in favor. Jeff retracted the motion. Approval to purchase 10 new HP controllers, and to purchase 5 when inventory is at 5 in stock and when rebuild kits are down 10 of each style, 10 more are to be purchased motioned by Jeff, seconded by Ricky, all in favor.

Old Business:

- a. USDA Refinance (D.A. Davidson) – Jeff, and the Board, expressed a “thank you” to Ellie for all her help and efforts in assisting with the refinance. This morning all the bonds were sold and we are due to close on October 5th.
- b. Vehicle PPE – Zach was to buy one set of drawers to be fitted for the 2020 Ford. He has not done that but will move forward with the purchase.

- c. Pontoon Boat – Jeff has completed researching a pontoon boat kit with custom features needed to conduct proper routine maintenance on the blower aeration system in the main lagoon. A brief discussion took place on a used boat to be altered versus the custom boat kit. Approval to purchase the custom pontoon boat kit from Silver Lake Fabrication in the amount of \$22,693.00 motioned by Michael, seconded by Ricky, all in favor.

New Business:

- a. S&P Rating Letter – Through the refinance process, it was essential to obtain a rating from S&P Global Ratings. The rating can be adjusted up or down over the next couple of years based on stability, and expectations of implementing rate increases as needed to improve coverage projections and capital needs. The district was assigned an “A” rating.
- b. OSHA Consultation – Oregon Occupational Safety & Health Division was contacted to conduct a safety consultation to assist in evaluating the site and conduct a hazard survey. A consultation report was completed. Zach took on the task of reviewing and completing the recommended actions needed. Most of it has been completed but a small boat is needed for the lagoon at Section 25. Approval to purchase the boat was given to Ethan with a maximum of \$2,000 motioned by Jeff, seconded by Ricky, all in favor.
- c. Executive Session under ORS 192.660(2)(i) to review or evaluate the employment related performance – The board went into executive session at 11:28 a.m. and returned from executive session at 12:42 p.m. Zach will be moved from Lead Man and return to field work and a decrease in wage by \$1.00 an hour motioned by Ricky, seconded by Jeff, all in favor. A Bonus to Ellie in the amount of \$1,000 for performance on the refinance motioned by Dan, seconded by Ricky, all in favor. Ellie will now be acting Manager of the sanitary district and wages increased to \$30.00 per hour motioned by Ricky, seconded by Dan, all in favor. Ethan will now be Lead Man and wages increased by \$2.00 an hour motioned by Jeff, seconded by Ricky. Zach will no longer have driving privileges to take the district vehicle home.

Correspondence: None

Future Agenda Suggestions:

- Flatbed Pickup
- USDA Refinance
- OWW POA & WWID Meeting

Public Comments: None

Adjourn: Chairman Jerry Preston adjourned the meeting at 12:45 p.m. The time and place of the next meeting is at 10:00 a.m. on Thursday October 19, 2023, at the District Office.

Jeff Okamoto
Secretary

10/19/2023
Date