

# OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

[www.oww2sd.com](http://www.oww2sd.com)

## Meeting Minutes

### Joint Meeting of the Board of Directors and Local Contract Review Board

January 20, 2022 - 10:00 a.m.

**Call to Order:** Ann Arritola called the meeting to order at 10:00 a.m. Members present; Ricky Keller and Jeff Okamoto. Members absent; Jerry Preston. **District Employee:** Ellie Davis. **Visitors:** None.

#### Public Hearing:

- a. Elisa Davis presented findings in support of Resolution No. 22-01 adopting public contracting code rules. No public testimony was made.

#### Resolution:

- a. Elisa Davis presented Resolution No. 22-01 a joint resolution of the Board of Directors and Local Contract Review Board opting out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the Oregon Water Wonderland Unit II Sanitary District. The Board had no further questions. Ann made a motion to adopt Resolution No. 22-01 on behalf of the Oregon Water Wonderland Unit II Sanitary District and on behalf of the District's Local Contract Review Board. Ricky seconded the motion, the motion carried unanimously.

**Adjourn:** President Ann Arritola adjourned the joint meeting at 10:05 a.m.

## Meeting Minutes

### Board of Directors – Regular Meeting

January 20, 2022 - 10:00 a.m.

**Call to Order:** Ann Arritola called the meeting to order at 10:10 a.m. Members present; Ricky Keller and Jeff Okamoto. Members absent; Jerry Preston. **District Employee:** Ellie Davis. **Visitors:** None.

#### Approval of Minutes:

- b. Regular Meeting Minutes of December 16, 2021 were approved.

#### Approval of Bills:

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

#### Accounting Reports:

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

#### Operator Report:

- In the past few months, we have had an issue with the transfer pump. The first problem was that the pressure release valve wasn't working, in return it was allowing air to get into the line and making the pump to cavitate. Secondly, with the way the intake line from the lagoon was designed, the end of line the screen was clogged, and a large amount of hair and rags were stick in the line. After a couple of long days of taking everything apart and flushing the intake

line we have replaced the pressure release valve. I can proudly say the pump is running the best I've seen in years.

- With winter upon us, we are seeing a large amount of time spent on snow removal. Not just at our shop but we see ourselves spending a significant amount of time removing snow off our shut-off valves and vacuum pits in certain areas within the district. We will be looking into different options for clearly marking these areas, so this problem does not continue.

**Old Business:**

- a. Employee Vacation/Sick Benefits – A revised draft was presented to the Board with updates from last month's meeting for viewing and is appropriate. This will replace the current section of the Employee Handbook.

**New Business:**

- a. Budget Officer – Ann made a motion to appoint Reed Campbell and Ellie Davis as Budget Officers for the upcoming 2022 – 2023 budget year. Ricky seconded the motion, the motion carried unanimously.
- b. Budget Committee – Letters will be 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 May 1, 2022.
- c. Deficiencies Plan of Action – Price Fronk & Co. conducted the District's Audit ending June 30, 2021. Upon completion, they noted the same deficiencies as previous year. A plan of action has been drafted to address those deficiencies. Ann made a motion to adopt the plan of corrective action, in response to the deficiencies reported. Ricky seconded the motion, the motion carried unanimously. A copy will be filed with the Secretary of State.

**Correspondence:** None

**Future Agenda Suggestions:**

- Vacation Upon Leaving

**Public Comments:** None

**Adjourn:** President Ann Arritola adjourned the meeting at 10:54 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday February 17, 2022 at the District Office.

Ann Arritola  
President

March 17, 2022  
Date