

# OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

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

## Meeting Minutes Board of Directors – Special Meeting July 13, 2023 - 10:00 a.m.

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

- a. USDA Refinance D.A. Davidson – Matt Donahue attended the meeting to walk the board through the process and what needs to be done moving forward. He provided an approximate timeline of about 10 weeks with a potential closing at the end of September. Bond counsel will need to be decided on next, upon an informal fee quote request Matt will send out and there are 3 bond counsel firms that operate in Oregon. Conference calls will follow and can be made once a week or every couple of weeks. The entire board doesn't need to be involved so a couple can be decided to communicate with. The board decided to have Jeff, Michael and Ellie be the contacts for the refinance team. The district will need to approve an authorizing resolution, that will be drafted by the bond counsel. It allows authorization of the refunding of the USDA loans and delegates certain members of the board and staff to do what needs to be done to execute the financing. This will likely be drafted and ready for next month's board meeting. The rating agency will to be determined later and that will consist of a video call. Once the rating has been decided, it will be included in the statement that will be distributed to investors. Investors interested in buying a portion of these bonds would need to contact D.A. Davidson and start at \$5,000.00 and buy-in can be anywhere from 1-15 years. Pre-pricing conditions are where market conditions are discussed, and this happens the day before the sale of the bonds and will begin to collect firm orders from investors. Once the sale is complete and closing documents will be drafted like a house closing. Escrow agent will be held through a commercial bank for closing and the two firms that do that are US Bank and Zions Bank. The choice was made to use US Bank.
- b. Election of Officers – Jerry Preston won position #3 and Dan DeHaven won position #5 for elected seats. Elected via write-in for position #4 was Michael Roberts. Motion made by Jerry, seconded by Ricky, all in favor. Jerry made a motion to nominate Michael Roberts for position #4. The motion carried unanimously.
- c. Resolution No. 23-04 Bad Debt to County Assessor – Motion made by Jeff, seconded by Ricky to adopt Resolution No. 23-04, all in favor. Delinquent sewer charges in the amount totaling \$25,926.00 will be submitted by form LB-50 to the county assessor for collection.
- d. Employee Locker Room – The washer/dryer has been put into service and is available for staff to use to launder dirty clothing. Work clothing has been provided and the board has given Zach permission to purchase two locker units to store clothing. The idea of a bigger locker room area is still up for discussion.
- e. Vehicle PPE Storage – Jeff has been looking into storage compartments for the backseat of the crew cab pickup to be able to store PPE for employees. Items like protective suits, gloves, etc. He is still researching options and waiting for information back. Zach is still waiting to hear back on a bid on a flatbed. The board has given permission to Jeff to research the pontoon boat for maintenance.

**Public Comments:** None

**Adjourn:** The meeting was adjourned by President Jerry Preston at 11:17 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday July 20, 2023 at the District Office.

Jeff Okamoto

Secretary

8/17/2023

Date