

# **OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT**

55841 SWAN RD, BEND OR 97707

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

## **Agenda Board of Directors - Regular Meeting June 20, 2019 – 10:00 a.m.**

### **Call to Order**

### **Approval of Minutes**

- a. Regular Meeting of May 16, 2019

### **Approval of Bills**

- a. May 2019

### **Accounting Reports**

- a. Profit & Loss and Balance Sheet

### **Operator Report**

### **Old Business**

- a. OWW Unit I Project

### **New Business**

- a. Draft Bad Debt List
- b. Resolution No. 19-02 Adopting Annual Budget
- c. New Employee
- d. Rekeying Locks
- e. Compensation for Current & New Employees
- f. Personnel Policy
- g. Election Results
- h. Executive Session ORS 192.660(2)(h) to consult with attorney regarding legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.

### **Correspondence**

### **Future Agenda Suggestions**

### **Public Comments**

### **Adjourn**

# OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

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## Meeting Minutes Board of Directors – Regular Meeting June 20, 2019 - 10:00 a.m.

**Call to Order:** Michael Hanbey called the meeting to order at 10:00 a.m. Members present; Elreta Humeston, Phil Alves and Ann Arritola. Members absent; None. **District Employee:** Ellie Davis.  
**Visitors:** Jeff Okamoto, Al Zuppo and Dean Drabin.

### Approval of Minutes:

- a. Regular Meeting Minutes of May 16, 2019 were approved.

### Approval of Bills:

- a. Ann made a motion to pay the bills for May 2019 as presented. Elreta seconded the motion, the motion carried unanimously.

### Accounting Reports:

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

**Operator Report:** No report for May.

### Old Business:

- a. OWW Unit I Project – Dean presented a copy of the survey that will be included in their billing to get feedback on the 143 empty lots. Results won't likely be available till end of Summer.

### New Business:

- a. Draft Bad Debt List – A draft list of delinquent sewer charges totaling \$33,743.00 was reviewed. A Special Meeting will take place on Wednesday July 10, 2019 at 10:00 a.m. to approve the list by resolution and it will be sent to the Deschutes County Assessor's Office for collection.
- b. Resolution No. 19-02 Adopting Annual Budget - The Board adopts the annual budget as follows; Public Works \$807,062.00, Transfers Out \$30,000.00, Contingency \$10,000.00, Debt Service Fund \$281,210.00, Total Unappropriated and Reserve Amounts \$944,278.00, Totaling \$2,072,550.00. Michael made a motion to adopt Resolution No. 19-02 as presented, the motion carried unanimously.
- a. New Employee – Kyle Stephens let us know that he has taken another job opportunity elsewhere. Reed Campbell, new District Manager, will start work tomorrow. Reed expressed another person who is interested in the open position. The idea of a third employee for system maintenance is still an option being considered.
- b. Rekeying Locks – It has been discovered that some of the keys are not working correctly as they are labeled. Michael proposes that we have a locksmith go over locks and keys with staff.
- c. Compensation for Current & New Employees – Phil made a motion for Reed & Ellie to receive compensation per policy (On-Call Time) since they had been assigned on-call duty. Elreta seconded the motion, the motion carried unanimously.
- d. Personnel Policy – Phil made a motion to approve voluntary termination of employment from supervisors/management-level personnel to notify the Board in writing of intent to resign 30 days before departure and 14 working days for other staff. Ann seconded the motion, the motion carried unanimously.

- e. Election Results - The Deschutes County Clerk’s Office declares the following candidates elected at this election are qualified to hold office; Shawn Bird – Position #3, Phil Alves – Position #5.
- f. Executive Session ORS 192.660(2)(h) – The Board went into executive session to consult with attorney regarding legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed. The Board returned from executive session. Ann made a motion to send a bill to Robert Chase for reimbursement for any monies that may be owed to the District while he was Board President. Elreta seconded the motion, Phil abstain from the vote, the motion carried.

**Correspondence:** None

**Future Agenda Suggestions:** None

**Public Comments:** None

**Adjourn:** The meeting was adjourned by President Michael Hanbey at 12:43 p.m. The time and place of the next meeting is at 10:00 a.m. on Thursday July 18, 2019 at the District Office.

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Michael Hanbey  
President

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July 18, 2019  
Date