

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda

Board of Directors - Regular Meeting

December 19, 2019 – 10:00 a.m.

Call to Order

Approval of Minutes

- a. Regular Meeting of November 21, 2019

Approval of Bills

- a. November 2019

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

New Business

- a. LGIP Update
- b. Employee Appreciation
- c. SDAO Conference Raffle

Correspondence

- a. Customer Griffin Green
- b. Farm Lease
- c. AT&T Lease

Future Agenda Suggestions

Public Comments

Adjourn

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

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Meeting Minutes Board of Directors – Regular Meeting December 19, 2019 - 10:00 a.m.

Call to Order: Ann Arritola called the meeting to order at 10:00 a.m. Members present; Elreta Humeston and Jeff Okamoto. Members absent; Phil Alves. **District Employee:** Reed Campbell and Ellie Davis. **Visitors:** Margaret Zeiger.

Approval of Minutes:

- a. Regular Meeting Minutes of November 21, 2019 were approved.

Approval of Bills:

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

Accounting Reports:

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

Operator Report:

- Sewage Pump #1 was tripping because of its run time and back flow was getting in when Sewage Pump #2 was running. We discovered that the check valve in Sewage Pump #1 was not shutting properly. When we tried to shut the main isolation valve off, we found out it also wasn't shutting properly and needed to be addressed before anything else. After a very early morning, staff changed the isolation valve, that allowed us to open the pumps check valve to discover the issue was a nut was missing off the plate that was holding it in place. Everything was addressed and Sewage Pump #1 has not had any issues since.
- Upon installing the new control panels at the lift stations, they found a contactor had burned up in the Wood Duck lift station. Also needed to replace floats in Swan Rd and Wood Duck lift stations. Panels are working correctly.
- Reed is looking into new floats for the lift stations that we can be able to change out in-house with a quick disconnect. The same company we purchased the new controls panels from also sells these floats and can provide some more information and pricing to Reed.
- Maintenance is being conducted on the vacuum station pumps, they have not had an oil change in a very long-time and they are beyond overdue.

Old Business: None

New Business:

- a. LGIP Update – The names that are listed with the Local Government Investment Pool Account (State Treasury) needs to be updated and will be as follows; Board President Ann Arritola, Secretary Elreta Humeston, Office Manager Elisa Davis and District Manager Reed Campbell.
- b. Employee Appreciation – Ann made a motion to abolish a previous adopted Christmas Bonus schedule. Elreta seconded the motion, the motion carried unanimously. Jeff made a motion to revisit the Christmas Bonus annually. Ann seconded the motion, the motion carried unanimously. Ann made a motion for Reed, Johnny and Ethan to receive a bonus of \$350.00

and for Ellie to receive a bonus of \$400.00. Jeff seconded the motion, the motion carried unanimously.

- c. SDAO Conference Raffle – Ann made a motion to use \$100.00 of District monies to put together a gift basket for the raffle during the annual SDAO Conference. Elreta seconded the motion, the motion carried unanimously.

Correspondence:

- a. Customer Griffin Green – Griffin Green’s legal representative sent a letter alleging that someone from the District has contacted his employer asking questions about Mr. Green. None of the staff knows who his employer is. Ann made a motion to forward the letter to the District’s legal counsel to prepare a response.
- b. Farm Lease – Chris Sullivan has expressed interest in leasing the irrigation site in the summer of 2021 to grow a fiber hemp crop. After some discussion Ann made a motion to deny the request. Elreta seconded the motion, the motion carried unanimously.
- c. AT&T Lease – A new representative has been assigned to our account and he was introducing himself and attempting to open dialogue on possibly new terms. Ann would like to table the discussion until next months meeting where everyone can be present.

Future Agenda Suggestions:

- AT&T Lease

Public Comments: None

Adjourn: The meeting was adjourned by President Ann Arritola at 11:20 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday January 16, 2020 at the District Office.

Elreta Humeston
Secretary

January 29, 2020
Date