

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda Board of Directors - Regular Meeting June 18, 2020 – 10:00 a.m.

Call to Order

Approval of Minutes

- a. Regular Meeting of May 21, 2020
- b. Budget Meeting of May 21, 2020

Approval of Bills

- a. May 2020

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

- a. Letter from Auditor

New Business

- a. New Board Member
- b. Resolution No. 20-02 Adopting Annual Budget
- c. Draft Bad Debt List
- d. Video Conferencing/Meetings
- e. Executive Session under ORS 192.660(2)(b) to consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent.

Correspondence

- a. Customer Kenneth Ray

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 18, 2020 - 10:00 a.m.

Call to Order: Ann Arritola called the meeting to order at 10:03 a.m. Members present; Elreta Humeston, Phil Alves and Jeff Okamoto. Members absent; None. **District Employee:** Reed Campbell and Ellie Davis. **Visitors:** Ken Ray.

Approval of Minutes:

- a. Regular Meeting Minutes of May 21, 2020 were approved, with minor adjustments.
- b. Budget Meeting Minutes of May 21, 2020 were approved.

Approval of Bills:

- a. Ann made a motion to pay the bills for May 2020 as presented. Phil seconded the motion, the motion carried unanimously.

Accounting Reports:

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

Operator Report:

- In the month of May we had multiple issues with the Vacuum Pits being flooded due to grease and people dumping RV's. We also had two problems with Pressure Pits. One was a bad pump and the second was a child had flushed a pinecone and it was stuck in the inlet of the pump. The irrigation was turned on with some minor difficulties. Two check valves were not draining and froze, they were replaced with used old stock we had in the shop. We have it up and fully running, the fields were fertilized and weed spraying was done. Ethan and Johnny have made it almost through all the 8-inch Vacuum Pits. Next week they will begin on the Pressure Pits.
- The Automation Group was called out to fix some issues with the Scada and pumps not working.
- Reed had brought personal property to the District and placed it inside the green shop. Jeff Okamoto was at the office a couple days later and discovered it was on the property and advised Reed that it needed to be removed. Reed immediately removed his property the same day. He apologized to the Board and takes full responsibility for his actions.
- Reed approached the Board with interest in purchasing new vacuum pumps. Other equipment that had been budgeted was never acquired, so funds for the purchase are still available. The pumps we are running are outdated considerably, and parts to rebuild them are becoming more difficult to find. After some discussion, Ann made a motion to purchase the 3 vacuum pumps that cost \$29,822.00 each. Elreta seconded the motion, the motion carried unanimously.

Old Business:

- a. Letter from the Auditor – Ann made a motion to adopt the plan of corrective action that was drafted, in response to the deficiencies reported in the District's audit ending June 30, 2019 by the independent auditing firm Price Fronk & Company and reported the deficiencies. Phil seconded the motion, the motion carried unanimously.

New Business:

- a. New Board Member – Ricky Keller has shown interest in the open board position and plans to attend next month's regular meeting.

- b. Resolution No. 20-02 Adopting Annual Budget - The Board adopts the annual budget as follows; Public Works \$601,830.00, Transfers Out \$30,000.00, Contingency \$10,000.00, Debt Service Fund \$281,210.00, Total Unappropriated and Reserve Amounts \$1,169,428.00, Totaling \$2,092,468.00. Ann made a motion to adopt Resolution No. 20-02 as presented. Elreta seconded the motion, the motion carried unanimously.
- c. Draft Bad Debt List – A draft list of delinquent sewer charges totaling \$26,533.00 was reviewed.
- d. Video Conferencing/Meetings – Jeff would like to recommend that the District look into video conferencing/meetings as an option for Board Members to attend meetings. Phil made a motion to purchase a laptop for under \$500 to make a suitable accommodation to be able to conduct meetings and setup an account with Zoom. Ann seconded the motion, the motion carried unanimously.
- e. Executive Session under ORS 192.660(2)(b) – The Board went into executive session to consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent. The Board returned from executive session. Ann made a motion to draft a disciplinary letter for the District Manager’s employee file regarding the recent ethics complaint. Phil seconded the motion, the motion carried unanimously.

Correspondence:

- a. Customer Kenneth Ray – Ken presented the Board with a letter stating that several owner’s in the area are in multiple violations of Deschutes County Code and have their recreational vehicles connected to the sewer system. He is proposing the Board act and have staff file complaint forms with the county. Phil made a motion that the Board will contact Deschutes County regarding the code enforcement complaints. Jeff seconded the motion, the motion carried unanimously.

Future Agenda Suggestions: None

Public Comments: None

Adjourn: The meeting was adjourned by President Ann Arritola at 12:13 p.m. The time and place of the next meeting is at 10:00 a.m. on Thursday July 16, 2020 at the District Office.

Elreta Humeston
Secretary

July 16, 2020
Date