

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting June 15, 2023 - 10:00 a.m.

Call to Order: Secretary Jeff Okamoto called the meeting to order at 10:18 a.m. Members present; Ricky Keller and Dan DeHaven. Members absent; Jerry Preston. **District Employees:** Ellie Davis, Zach Imel and Ethan Morton. **Visitors:** None. Ricky presided as President Pro-Temp for the meeting.

Approval of Minutes:

- a. Approval of May 9, 2023, Special Meeting motioned by Jeff, seconded by Dan, all in favor.
- b. Approval of May 18, 2023, Regular Meeting motioned by Jeff, seconded by Ricky, all in favor.
- c. Approval of May 18, 2023, Budget Meeting motioned by Jeff, seconded by Dan with correction on the date, all in favor.

Approval of Bills:

- a. Approval to pay the bills for May 2023 motioned by Dan, seconded by Jeff, all in favor.

Accounting Reports:

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

Operator Report:

- Since the last meeting the aeration system has been running as it should, all the aerators are functioning properly and supply a robust diffusion pattern. Checking the lagoon every morning and adjusting flow to individual aerators has seemed to improve the condition of the lagoon. On 6/5 we pulled out E1 Lift Station pumps due to high run times. They were ragged up with wipes and plastics. On 6/6 we pulled our Swan Lift Station pumps due to extremely high run time. The south pump ran for a total of 284 minutes in a 12-hour period. Upon de-clogging the pump we found a plastic 2" Abs 90-degree elbow that had got into the impeller along with a 2x2 piece of towel. Both Lift Station run times went back down after clearing the blockages. A few callouts; (1) for a stuck open buffering pit on Merganser, (2) a flooded pit on Golden Eye. Irrigation is in full swing and dirt samples have been collected and sent out. We are planning to start maintenance on the vacuum system at the beginning of next week after we perform ground water samples. In addition to their normal commitment to the district, all board members have increased their presence around the shop to help in any way they can.
- Trucks were pulled at the beginning of the month to create a safer, less exposed to hazmat environment for the staff and to keep mileage down on company vehicles. Mileage to be paid at current rate in lieu of driving company trucks on a call-out to and from work.
- Regarding additional staff for the upcoming months, it was discussed on maybe having 2 people with rotating shifts. Safety supplies have been ordered and arrived. Jeff is looking into a portable eye wash unit, along with a way to store safety equipment in the trucks.
- The idea was mentioned of a locker room for the employees to be able to shower and launder clothing in the event they encounter sewage. Possibly a separate building or area to accommodate this. The washer/dryer wash purchased and will be placed in the lab for now while this topic is researched further on the best option.
- Owen's Pump sent Zach a quote for some portable aerators to increase lagoon aeration on a as needed basis.

Old Business: None

New Business:

- a. Resolution No. 23-02 Budget Appropriation – This resolution is to transfer appropriations for the following expenditures; Capital Outlay will decrease by \$30,000 and Personnel Services will increase by \$30,000 to cover expenses for salaries and benefits for staff through the end of the fiscal year. Motion made by Jeff, seconded by Ricky, all in favor.
- b. Resolution No. 23-03 Budget Adoption - The Board adopts the annual budget as follows; Public Works \$784,477.00, Transfers Out \$30,000.00, Contingency \$10,000.00, Debt Service \$281,210.00, Total Unappropriated and Reserve Amounts \$983,499.00, Totaling \$2,421,186.00. Motion made by Jeff, seconded by Ricky, all in favor.
- c. D.E.Q. Warning Letter – D.E.Q. completed their investigation on the sewer odor complaints, an official letter was sent, and they do not intend to take formal enforcement action and the district has received a warning for the violation of maintenance not being routinely conducted.
- a. Draft Bad Debt List – A draft list of delinquent sewer charges totaling \$24,379.00 was reviewed. A special meeting will be held on July 13, 2023 at 10:00 a.m. to send the bad debt for collections.
- d. Election Results – The Deschutes County Clerk’s Office declares the following candidates elected at this election are qualified to hold office; Jerry Preston – Position #3, Daniel DeHaven – Position #5 and Write-in for Position #4. Official notification of an automatic full recount for Position #4 will be held at the Deschutes County Clerk’s office at 1300 NW Wall St, Ste 202, Bend OR 97703 on Tuesday, June 15, 2023 at 10:00 a.m. It is anticipated that the recount will be completed by Thursday, June 15, 2023.
- e. On-Call Time – It was suggested to increase the on-call time by \$10.00, for weekdays, weekends, and holidays. Motion made by Ricky seconded by Dan, all in favor.

Correspondence: None

Future Agenda Suggestions: None

Public Comments: None

Adjourn: Secretary Jeff Okamoto adjourned the meeting at 11:49 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

July 20, 2023
Date