

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting July 21, 2022 - 10:00 a.m.

Call to Order: Ann Arritola called the meeting to order at 10:00 a.m. Members present; Ricky Keller, Jeff Okamoto, Jerry, Preston and Dan DeHaven. Members absent; None. **District Employee:** Reed Campbell & Ellie Davis. **Visitors:** None.

Approval of Minutes:

- a. Regular Meeting Minutes of June 15, 2022 were approved.
- b. Budget Meeting Minutes of June 16, 2022 were approved.

Approval of Bills:

- a. Ann made a motion to pay the bills for June 2022 as presented. Jerry seconded the motion, the motion carried unanimously.

Accounting Reports:

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

Operator Report:

- With summer maintenance under way, we have come across many vacuum pits flooded or halfway flooded. The grease in these pits is higher than normal. The crew and I have contacted each homeowner and discussed these problems with them. We are having some issues with the discharge line from the blower for the aerators to the main lagoon. It has a crack in the line close to the blower shed and we are finding out that the main line is flexing too much and putting stress on the line. Also, with the warmer weather it is heating up the line.
- Weed spraying will happen in the next day or so over at the spray irrigation site (Section 25).
- Kenneth Jadry has been approved by DEQ for his collections testing that will happen after he is back from vacation.

Old Business:

- a. Sewer Rate Increase – The Board agrees that the sewer rates need to be increased and considered the \$10 amount from last month's meeting. Ricky made a motion to increase monthly sewer rates from \$64.00 to \$74.00 and increase it 2% each year annually. Jerry seconded the motion, the motion carried unanimously.
- b. Letter from USDA – The letter submitted to USDA in response to the graduation request appears to be insufficient and they are requesting proof from the lenders contacted or contact other lenders to get this information in writing. The lenders will be contacted and see if they would be able to fulfill their request.

New Business:

- a. First Reading of Ordinance No. 22-01 Establishing Fees and Charges – Ann read Ordinance No. 22-01, an ordinance establishing fees and charges in means to clarify those practices and amending of Ordinance No. 02-01 for the Oregon Water Wonderland Unit II Sanitary District. Roll call was taken (Arritola, Okamoto, Keller, DeHaven & Preston) to reflect that all Board Members have read and reviewed the ordinance and its entirety.

- b. SDC Monies Collected - Reported to the Board was a yearly accounting summary of SDC Monies collected for the fiscal year 2021-2022. Reimbursement Fees of \$166,653.21 and Improvement Fees of \$49,125.00. Of those funds \$65,000.00 was used for the annual loan payment and \$10,146.00 was used to purchase 2 vacuum pits for inventory and to serve a divided lot.
- c. Levi Tickner Agreement – Levi said he will continue with the same terms as before. The contract will be drafted and approved at next month’s meeting. He will continue as Part-Time Supervisor, which will cover monthly reporting to DEQ as required.
- d. Board Duties & Responsibilities – A sample policy provided from SDAO was handed out. Jeff and Jerry will review the policy and note any changes/adjustments that need to be made.
- e. SDAO Best Practices – The district can receive up to 10% credit on its property/casualty insurance renewal through the Best Practices Program. There are 5 credit opportunities for this year’s program. Ann and Ricky will sign up for the Board Member Education Program and the Board Duties & Responsibilities Policy will be reviewed and ready for next month’s meeting. All board members will complete online training or in person classes as required. Deadline is November 4, 2022.
- f. Sewer System Policy – This policy is in draft form. A brief discussion took place in regard to specific wording in the document and could be clarified. Jeff and staff will work on revisions to the document.

Correspondence: None

Future Agenda Suggestions: None

Public Comments: None

Adjourn: President Ann Arritola adjourned the meeting at 11:04 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday August 18, 2022 at the District Office.

Jeff Okamoto
Secretary

August 18, 2022
Date