

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda

Board of Directors - Regular Meeting

December 21, 2017 – 10:00 a.m.

Call to Order

Approval of Minutes

- a. Regular Meeting of October 19, 2017
- b. Regular Meeting of November 16, 2017 (Cancelled – No Minutes)

Approval of Bills

- a. October 2017
- b. November 2017

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

- a. Discrimination & Harassment Policy (tabled till next month meeting)
- b. Whistleblower Protections Policy (tabled till next month meeting)

New Business

- a. SDAO Annual Conference
- b. AT&T Proposal
- c. Employee Appreciation
- d. Executive Session – ORS 192.660 (2)(i) to review and evaluate employment relations

Correspondence

- a. Annexation of 56075 Snow Goose Rd (Sales Office Property)
- b. OWW Unit I Annexation

Future Agenda Suggestions

Public Comments

Adjourn

OREGON WATERWONDERLAND UNIT II SANITARY DISTRICT

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Meeting Minutes Board of Directors – Regular Meeting December 21, 2017 - 10:00 a.m.

Call to Order: Bob Chase called the meeting to order at 10:00 a.m. Members present; Elreta Humeston, Bob Worthean, and Michael Hanbey. Members absent; Ann Arritola. **District Employee:** Rick Durham and Ellie Davis. **Visitors:** Levi Smith.

Approval of Minutes:

- a. Regular Meeting Minutes of October 19, 2017 were approved.
- b. Regular Meeting of November 16, 2017 (Cancelled – No Minutes)

Approval of Bills:

- a. Bob Worthean made a motion to pay the bills for October 2017 as presented. Elreta seconded the motion, the motion carried unanimously.
- b. Michael made a motion to pay the bills for November 2017 as presented. Bob Worthean seconded the motion, the motion carried unanimously.

Accounting Reports:

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

Operator Report: (November)

- 10/25/17 received a call-out for low vacuum. Found the problem at 55766 Swan Rd., the pit had a faulty controller. It was replaced and is working normal.
- Cascade Pump installed the new flow meters for the influent. There is about a 10,000 – 15,000 gallon per day difference between actual flow versus the calculated flow.
- 10/15/17 someone shot an elk at Section 25 on Foster Rd., they were caught and will be prosecuted.
- Jake Russell has installed 10 vacuum pits, leaving only 3 left for complete buildout for the vacuum system.
- Ordered 20 new AirVac HP controllers and will install them when the Roediger controllers fail.

Operator Report: (December)

- 12/6/17 a customer called said that they were getting a sewer smell by the front door. Kaleb and Rick checked it out and a deck had been built over the sewer cleanout. Underneath the deck there was no cap on the cleanout and there was toilet paper all around. They had called Roto-Rooter who TV'd the line and said the pipe was not connected at the street. We had Jake Russell come out and repaired it and installed a cleanout at the property line. In his findings, the pipe was installed incorrectly by the owner's contractor.
- 12/13/17 installed a new pressure pit at 17230 Merganser Dr. The landowner will be building a house next spring.
- The flowmeters installed by Cascade Pump are working normal. There is about a 10,000 – 15,000 gallon a day difference between actual and hour calculations.
- New tires have been put on the Backhoe.

Old Business:

- a. Discrimination & Harassment Policy – Michael made a motion to table this topic till next Board Meeting. Elreta seconded the motion, the motion carried unanimously.
- b. Whistleblower Protections Policy – Michael made a motion to table this topic till next Board Meeting. Elreta seconded the motion, the motion carried unanimously.

New Business:

- a. SDAO Annual Conference – Special District’s Association of Oregon (SDAO) is having their annual conference in Seaside Oregon February 9th-11th, 2018.
- b. AT&T Proposal – AT&T is proposing to amend its lease, reduce rent, and improve business terms; this particular cellular site is under review. Michael made a motion to authorize Rick to respond thanking them for the inquiry, but the District is satisfied with its current term. Bob Worthean seconded the motion, the motion carried unanimously.
- c. Employee Appreciation – Bob Worthean made a motion to give each of the employees a \$200 bonus for Christmas this year. Michael seconded the motion, the motion carried unanimously.
- d. Executive Session – ORS 192.660 (2)(i) – The Board went into executive session to review or evaluate an employment related performance. The Board returned from executive session.

Correspondence:

- a. Annexation of 56075 Snow Goose Rd (Sales Property) – Levi Smith has purchased what has been known as the Sales Property, which is outside of the District boundaries. He is interested in annexing into the Sanitary District. He was given annexation procedures the District has obtained from Deschutes County’s Legal Counsel. There are a couple of entry points where the property can merge into the sewer system.
- b. OWW Unit I Annexation – The same procedures were obtained for Unit I as for the above referenced annexation. Rick will follow up with Anderson Perry & Associates and setup an initial meeting to look over the plans and project costs.

Future Agenda Suggestions:

- Discrimination & Harassment Policy
- Whistleblower Protections Policy

Public Comments: None

Adjourn: The meeting was adjourned by President Robert Chase at 11:35 a.m. The time and place of the next regular meeting is at 10:00 a.m. on Thursday January 18, 2018 at the District Office.

Elreta Humeston
Secretary

January 18, 2018
Date