

# **OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT**

55841 SWAN RD, BEND OR 97707

[www.oww2sd.com](http://www.oww2sd.com)

## **Agenda Board of Directors - Regular Meeting June 21, 2012 – 10:00 a.m.**

### **Call to Order - Roll Call**

### **Public Comments on Agenda Items**

### **Approval of Minutes**

- a. Budget Meeting of May 10, 2012
- b. Regular Meeting of May 17, 2012
- c. Special Meeting of May 22, 2012

### **Approval of Bills**

- a. May 2012

### **Accounting Reports**

- a. Profit & Loss and Balance Sheet

### **Operator Report**

### **Old Business**

- a. Midstate Electric Energy Audit
- b. Water/Sewer District Possible Merge

### **New Business**

- a. Resolution No. 12-02 – Adopting Annual Budget 2012 – 2013
- b. Stipend for Board President
- c. Adopt Ordinance No. 12-01 – Increase of Monthly Sewer Service Fees
- d. District Manager Evaluation

### **Correspondence**

- a. Letter from Ken 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 21, 2012 - 10:00 a.m.

**Call to Order - Roll Call:** President Bob Chase called the meeting to order at 10:00 a.m. Members present; Elreta Humeston, Brian Goins and Greg Estep. Members absent; Bob Worthean  
**District Employees:** Rick Durham (out in the field) and Ellie Davis **Visitors:** None

**Public Comments on Agenda Items:** None

### Approval of Minutes:

- a. Budget Meeting Minutes of May 10, 2012 were approved.
- b. Regular Meeting Minutes of May 17, 2012 were approved.
- c. Special Meeting Minutes of May 22, 2012 were approved.

### Approval of Bills:

- a. Elreta made a motion to pay the bills for May 2012 as presented. Brian seconded the motion, the motion carried.

### Accounting Reports:

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

### Operator Report:

- 5/18/12 a pod was stuck open at 17506 Rail Dr. The controller and bag valve were replaced.
- 6/5/12 the vacuum pump #3 motor soft start failed. Two soft starts have been ordered from Airvac for \$898.00 each, plus shipping. One replacement and one for backup. It was installed on 6/18/12 by an electrician and is working properly.
- 6/13/12 the north sewage pump failed at the Blue Heron Lift Station for unknown reasons. It was replaced with a rebuilt pump from the shop, the old one will be sent in for repair. The sewer jetter was run from the Blue Heron Lift Station to the manhole on Crane Dr.
- 6/11/12 the sewer jetter was run from the E1 Lift Station to the Wood Duck Dr manhole. It took several attempts to get past 12' to 15' do to grease build-up, was able to make it 250' to Wood Duck Dr.
- 6/17/12 vacuum alarm at 9:22 p.m. for a pod stuck open at 17487 Auklet. Replaced all parts with rebuilt parts. Checked the next day and working fine.
- SDC fees for 56243 Marsh Hawk were received for a new home being constructed. A vacuum pit is scheduled to be installed on 6/20/12.
- SDC fees for 55678 Snow Goose should also be paid and be connecting on 6/27/12.
- SDC fees for 17350 Brant were received on 6/18/12 and will be connecting on 6/21/12.

### Old Business:

- a. Midstate Electric Energy Audit - Rick received the energy audit first thing this morning. He will review and present the information at next month's regular meeting.
- b. Water/Sewer District Possible Merge - Bob and Greg have not spoken with the water districts Board of Directors.

**New Business:**

- a. Resolution No. 12-02 – Adopting Annual Budget 2012 – 2013 - The Board adopts the annual budget as follows; Personnel Services \$182,622.00, Materials & Services \$118,050.00, Capital Outlay \$50,000.00, Debt Service \$281,210.00, Contingencies \$10,000.00, All Other Expenditures and Requirements \$438,067.00, Totaling \$1,079,949.00. Greg made a motion to adopt Resolution No. 12-02 as presented. Brian seconded the motion, the motion carried unanimously.
- b. Stipend for Board President - At last month’s regular meeting, the idea of the Board President (only) receiving the \$50.00 stipend was mentioned. Elreta expressed that she was against this idea and would vote “No”. Bob Worthean is also against this as he left a letter explaining that he could not support it and would have to vote “No”. No motions were made and no more discussion took place.
- c. Adopt Ordinance No. 12-01 – Increase of Monthly Sewer Service Fees - A rate analysis performed by the District’s CPA indicates that the District cannot meet its debt service or other District obligations without raising rates. An Ordinance amending section 12 of Ordinance No. 02-01; repealing all subsequent amendments thereto; setting a sewer service charge; and declaring an emergency. The monthly sewer service user charge will be increased from \$55.00 to \$62.00 per month and will take effect July 1, 2012. Brian made a motion to adopt Ordinance No. 12-01. Greg seconded the motion, the motion carried unanimously.
- d. District Manager Evaluation - Greg handed out evaluation forms and suggested the other Board Members evaluate the District Manager, Rick Durham, and will be discussed at the next regular meeting in an executive session.

**Correspondence:**

Letter from Ken Ray - Ken wrote a letter to the Board in regards to the Budget Committee Meeting Minutes of April 19, 2012. Greg read the sentence into the minutes. He stated that the minutes not be changed because it was in the minutes, but for the minutes be amended to read “Greg explained that employee wages and benefits are set by policies and cannot be changed by the Budget Committee”, so there is no confusion.

**Future Agenda Suggestions:**

- Midstate Electric Energy Audit
- Water/Sewer District Possible Merge
- Rex Lesueur Bancorp Insurance
- Executive Session under ORS 192.660 (2)(i) to review or evaluate employment related performance

**Public Comments:** None

**Adjourn:** The meeting was adjourned by President Robert Chase at 10:40 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday July 19, 2012 at the District Office.

\_\_\_\_\_  
Elreta Humeston  
Secretary

\_\_\_\_\_  
July 19, 2012  
Date