

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda Board of Directors - Regular Meeting July 20, 2017 – 10:00 a.m.

Call to Order

Approval of Minutes

- a. Special Meeting of June 1, 2017
- b. Regular Meeting of June 15, 2017

Approval of Bills

- a. June 2017

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

New Business

- a. Audit Ending June 30, 2017
- b. Election of Officers
- c. SDAO Training
- d. Bank of the Cascades Merger
- e. Employee Handbook Update
- f. Executive Session – ORS 192.660 (2)(i) to review and evaluate employment relations

Correspondence

- a. Catherine Brooks
- b. AT&T
- c. Al Zuppo

Future Agenda Suggestions

Public Comments

Adjourn

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Meeting Minutes Board of Directors – Regular Meeting July 20, 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:** Al Zuppo.

Approval of Minutes:

- a. Special Meeting Minutes of June 1, 2017 were approved.
- b. Regular Meeting Minutes of June 15, 2017 were approved.

Approval of Bills:

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

Accounting Reports:

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

Operator Report:

- 6/14/17 received a call from the homeowner at 17145 Osprey Ct that their sewer was backed up to the house. Rick attempted to run the camera down the lateral and ran into a blockage. Jake Russell came out the next day and installed a clean-out at the property line. The camera was sent down again and found a cut in the pipe from the Cable TV. Jake Russell returned and replaced a 30" section of pipe that was damaged.
- Tony DeBone is getting ready to cut the field at Section 25.
- The old backhoe was sold on the Public Surplus website in the amount of \$20,000.00, the buyer will pick it up this weekend. The brown service truck will be listed for sale soon.

Old Business: None

New Business:

- a. Audit Ending June 30, 2017 – Barnett & Company CPA's will be conducting the audit again this year. Their staff will be in the office for approximately two days in September to gather all information they need.
- b. Election of Officers - Michael made a motion for Robert Chase to remain as President and Elreta Humeston to remain as Secretary. Bob Worthean seconded the motion, the motion carried unanimously.
- c. SDAO Training – SDAO will be in Redmond at the Eagle Crest Resort on Wednesday August 2, 2017 for Board of Directors and Management Staff Training from 9:00 a.m. to 3:00 p.m.
- d. Bank of the Cascades Merger – On Monday August 14, 2017, Bank of the Cascades will become First Interstate Bank.
- e. Employee Handbook Update – The Board is considering adjusting the employee's paydays. Michael proposed drafting up a couple of options and will discuss it further at next month's board meeting.

- f. Executive Session ORS 192.660 (2)(i) – The Board went into executive session to review and evaluate an officer, employee or staff member and the person does not request an open meeting. The Board returned from executive session.

Correspondence:

- a. Catherine Brooks – She is the homeowner of the property mentioned above in the Operator’s Report and has submitted a bill to the District from Mr. Rooter Plumbing who attempted to clear the blockage. She’s asking for a credit on her account in the amount of \$270.28 that she had paid. Rick gave the authorization for the credit. It seems that Crestview Cable did not call-in for locates at time of installation of the cable line. The Board would like a letter and billing sent to them for the repairs of the sewer line.
- b. AT&T – Letter to the District explaining that AT&T is instituting a new program to evaluate terms and conditions of all leases coming up for renewal, explore advance renegotiation options and consider possible alternative site locations.
- c. Al Zuppo – Is proposing mailing a letter out to owners of OWW Unit I to get feedback if owners are interested in moving forward with attempting to annex into the sanitary district. This topic will be on the agenda for the OWW Unit I Annual Meeting August 12, 2017.

Future Agenda Suggestions:

- Employee Handbook Update

Public Comments: None

Adjourn: The meeting was adjourned by President Robert Chase at 12:00 p.m. The time and place of the next regular meeting is at 10:00 a.m. on Thursday August 17, 2017 at the District Office.

Elreta Humeston
Secretary

August 17, 2017
Date