

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

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

Call to Order

Approval of Minutes

- a. Regular Meeting of August 17, 2017

Approval of Bills

- a. August 2017

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

New Business

- a. Discrimination & Harassment Policy
- b. Whistleblower Protections Policy
- c. Appointments, Qualifications and Separations

Correspondence

- a. Three Rivers Archery

Future Agenda Suggestions

Public Comments

Adjourn

OREGON WATERWONDERLAND UNIT II SANITARY DISTRICT

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Meeting Minutes Board of Directors – Regular Meeting September 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, Michael Hanbey and Ann Arritola. Members absent; None. **District Employee:** Rick Durham and Ellie Davis. **Visitors:** None.

Approval of Minutes:

- a. Regular Meeting Minutes of August 17, 2017 were approved.

Approval of Bills:

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

Accounting Reports:

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

Operator Report:

- We are all done with the grease maintenance for the vacuum system and getting ready to do the pressure pits.
- The buyer of the 1980 Chevy truck picked it up on Thursday August 24th and drove it back to Washington and said it ran great all the way back.
- Kaleb is doing an outstanding job. We had a vacuum pit stuck open while Rick was in town. He shut down the valves figured out it was on the 8" line and found it at 17476 Snow Goose Rd. He replaced everything and it is working normal. Kaleb also attended a Wastewater Certification Review class in Bend on September 6th and 7th.
- Rick is looking to having Flow Meters installed to give us more accurate readings of the influent, instead of using pump run times alone. Michael made a motion for Rick to purchase the Flow Meters. Elreta seconded the motion, the motion carried unanimously.
- We had been experiencing a nuisance rattling sound coming from the engine of the Kubota. Found that the A/C bracket was broken and was going to take some extensive work to repair. Midstate Power Products picked up and returned the Kubota after repairs were made.

Old Business: None

New Business:

- a. Discrimination & Harassment Policy – SDAO has recommended that the District replace the existing policy with their updated version. Michael would like to table till next Board Meeting.
- b. Whistleblower Protections Policy – SDAO has also recommended that the District include this policy in the Employee Handbook. Michael would like to table till next Board Meeting.
- c. Appointments, Qualifications and Separation – In the Employee Handbook, under section 2.4 Selection, the District needs to add the wording to include background checks as part of the hiring process. Michael made a motion to adopt the proposed change. Ann seconded the motion, the motion carried unanimously.

Correspondence:

- a. Three Rivers Archery – They are asking if they could be able to use the East Field two times a week for youth archery trainings, such as site in bows and target practice. Although it would be a great opportunity to offer a spot for them to practice, the District would be violating the Conservation Easement for protecting wildlife and our Conditions of Land Use.

Future Agenda Suggestions:

- Discrimination & Harassment Policy
- Whistleblower Protections Policy

Public Comments: None

Adjourn: The meeting was adjourned by President Robert Chase at 10:37 a.m. The time and place of the next regular meeting is at 10:00 a.m. on Thursday October 19, 2017 at the District Office.

Elreta Humeston
Secretary

October 19, 2017
Date