

# **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 January 18, 2018 – 10:00 a.m.**

### **Call to Order**

### **Approval of Minutes**

- a. Regular Meeting of December 21, 2017

### **Approval of Bills**

- a. December 2017

### **Accounting Reports**

- a. Profit & Loss and Balance Sheet

### **Operator Report**

### **Old Business**

- a. AT&T Proposal
- b. Harassment & Discrimination Policy
- c. Whistleblower Protections Policy

### **New Business**

- a. Appoint Budget Officer
- b. Budget Committee
- c. Budget Workshop

### **Correspondence**

- a. OWW Unit I Annexation
- b. Levi Smith (Annexation of 56075 Snow Goose Rd)
- c. John & Collette Vale

### **Future Agenda Suggestions**

### **Public Comments**

### **Adjourn**

# OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

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## Meeting Minutes Board of Directors – Regular Meeting January 18, 2018 - 10:00 a.m.

**Call to Order:** Bob Chase called the meeting to order at 10:00 a.m. Members present; Bob Worthean, Elreta Humeston, Ann Arritola and Michael Hanbey. Members absent; None. **District Employee:** Rick Durham and Ellie Davis. **Visitors:** Robert Stingle and Levi Smith.

### Approval of Minutes:

- a. Regular Meeting Minutes of December 21, 2017 were approved.

### Approval of Bills:

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

### Accounting Reports:

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

### Operator Report:

- 12/29/17 we had a pit stuck open on the 6" vacuum line. Kaleb found it at 17258 Avocet Dr., the controller had malfunctioned.
- Jake Russell installed a new pressure pit at 17230 Merganser Dr. for a home that will begin construction in the spring.
- A customer at 55901 Wood Duck Dr. called and said around Christmas they had a sewage backup. They had called Roto-Rooter who did a television inspection on the sewer line and said the pipe was not connected at the street. Rick used the sewer camera and looked at the line as well and found that the connection had shifted. Jake Russell repaired the line and is working normal.

### Old Business:

- a. AT&T Proposal – Upon Rick's response to AT&T regarding the proposal, they have asked if the Board would be interested in a counter offer. The Board declines a counter offer.
- b. Harassment & Discrimination Policy – Michael made a motion to change the time frame in Section 8.4.4 from 20 days to 30 days, being the results of the investigation to be reported to the appropriate persons. Ann seconded the motion, the motion carried unanimously. Michael made a motion to adopt the policy as amended. Bob Worthean seconded the motion, the motion carried unanimously.
- c. Whistleblower Protections Policy – Michael made a motion to change the wording from due course to due process. Bob Worthean seconded the motion, the motion carried unanimously. Michael made a motion to adopt the policy as amended. Ann seconded the motion, the motion carried unanimously.

### New Business:

- a. Appoint Budget Officer – Bob Chase made a motion to appoint Rick Durham and Ellie Davis as Budget Officers for the upcoming 2018-2019 budget year. Elreta seconded the motion, the motion carried unanimously.

- b. Budget Committee – Notices have been posted that there are currently positions available and each position is a three-year term. First meeting will be mid-April.
- c. Budget Workshop – This year's local budget law workshop will be held at City Hall in Redmond, OR on Thursday February 15, 2018. Michael made a motion to move the Board of Directors regular meeting to Wednesday February 14, 2018 at 10:00 a.m. to allow Board and Staff the opportunity to attend the workshop. Ann seconded the motion, the motion carried unanimously.

**Correspondence:**

- a. OWW Unit I Annexation – Robert will work on moving forward with the signatures for the petition for annexation into the District. Rick met with Leonard Dahl and the engineers at Anderson Perry & Associates to go over prints and other documents that Al Zuppo had in his files. They will work up some costs, update construction costs to today's monies and let us know if a new feasibility study will need to be done. Leonard will go see Tye Engineering, as some information appears to be missing.
- b. Levi Smith (Annexation of 56075 Snow Goose Rd) – Bob Chase made a motion to approve the petition to annex the property owned by Levi Smith & Deborah Boss, identified as 56075 Snow Goose Rd, into the Oregon Water Wonderland Unit 2 Sanitary District, and authorize the Board President to sign Property Owner's annexation petition to Deschutes County as evidence this endorsement. Bob Worthean seconded the motion, the motion carried unanimously.
- c. John & Collette Vale – The customer was mentioned in last month's Operator Report for the sewer smell at their entry. Jake Russell came out, dug up the lateral and found that the sewer pipe was originally installed incorrectly. Since the pipe was already exposed, we had Jake repair the line and installed a cleanout at the property line. Collette submitted a letter expressing that since their sewage was never processed, she is asking for a waiver of the sewer fees. The Board agrees the customer owes the sewer fees.

**Future Agenda Suggestions:**      None

**Public Comments:**      None

**Adjourn:**      The meeting was adjourned by President Robert Chase at 11:00 a.m. The time and place of the next meeting is at 10:00 a.m. on Wednesday February 14, 2018 at the District Office.

Elreta Humeston  
Secretary

February 14, 2018  
Date