

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting November 17, 2022 - 10:00 a.m.

Call to Order: Jeff Okamoto called the meeting to order at 10:05 a.m. Members present; Ricky Keller, Jerry Preston and Dan DeHaven. Members absent; Ann Arritola. **District Employee:** Reed Campbell & Ellie Davis. **Visitors:** Gary Baton (OWW 2 POA).

Approval of Minutes:

- a. Regular Meeting Minutes of October 20, 2022 were approved.

Approval of Bills:

- a. Dan made a motion to pay the bills for October 2022 as presented. Ricky seconded the motion, the motion carried unanimously.

Accounting Reports:

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

Operator Report:

- We are still experiencing issues with trespassers on our property over on Foster Rd. We've had three this month that were caught and law enforcement was contacted. This does not include the ones going onto our property on the weekends or during non-work hours. The cameras are still up and are working well. I will continue this fight until the end of hunting season.
- One other issue we have encountered is with the vacuum system. We were having a large number of spikes usually from a vacuum pit, but this was not the case. It was discovered that on the 8-inch vacuum line near one of our shut off valves is an access point with a rubber plug. Some how this rubber plug came out of its seat and allowed air in. We do not know what allowed this plug to come out since there's always vacuum in these lines and should never be pressured. But we are glad we found it and the system is running normal.
- The refrigerator in the lab that is used for sampling has quit working. To purchase an exact replacement would be around \$8,000.00. Currently, staff is looking for other ways to fix the problem without the need to replace it.
- The snowplow is in and will be installed next week.

Old Business: None

New Business:

- a. Pay Increases – From last month's meeting regarding the cost-of-living updates to the employee handbook were drafted for review. Effective January 1, 2023, all (regular) employees shall receive a cost-of-living adjustment (COLA). This adjustment will occur once a year on January 1 and will be based on employee's hourly wage, with a cap of 5% and subject to annual review. Jerry made a motion to adopt the changes drafted. Ricky seconded the motion, the motion carried unanimously. The updated section will be added under Pay Increases in the Pay Administration section.
- b. Thanksgiving Employee Appreciation – Jeff made a motion to give each of the employee's \$150.00 for Thanksgiving this year in the form of a gift card. Jerry seconded the motion, the motion carried unanimously.

- c. Holiday Employee Appreciation - Ricky made a motion for all employees to receive a holiday bonus of \$350.00. Jeff seconded the motion, the motion carried unanimously.

Correspondence: None

Future Agenda Suggestions: None

Public Comments:

- a. POA Grader & Fuel Supply – A conversation took place regarding the grader that the POA owns and with the possibility of storing it at the Sanitary District facility along with the fuel supply. The board expressed opposition along with liability concerns. Gary Baton voiced that he enjoyed the joint effort that all three boards are taking in communicating and meeting together.

Adjourn: Secretary Jeff Okamoto adjourned the meeting at 10:55 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday December 15, 2022 at the District Office.

Jeff Okamoto
Secretary

December 15, 2022
Date