

# **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**

**November 17, 2016 – 10:00 a.m.**

#### **Call to Order**

#### **Approval of Minutes**

- a. Regular Meeting of October 27, 2016

#### **Approval of Bills**

- a. October 2016

#### **Accounting Reports**

- a. Profit & Loss and Balance Sheet

#### **Operator Report**

#### **Old Business**

- a. AED Training
- b. Executive Session – ORS 192.660 (2)(i) to review or evaluate employment related performance
- c. Draft Audit Ending June 30, 2016

#### **New Business**

- a. Thanksgiving Employee Appreciation

#### **Correspondence**

#### **Future Agenda Suggestions**

#### **Public Comments**

#### **Adjourn**

# OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

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## Meeting Minutes Board of Directors – Regular Meeting November 17, 2016 - 10:00 a.m.

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

### Approval of Minutes:

- a. Regular Meeting Minutes of October 27, 2016 were approved.

### Approval of Bills:

- a. Michael made a motion to pay the bills for October 2016 as presented. Elreta seconded the motion, the motion carried unanimously.

### Accounting Reports:

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

### Operator Report:

- While performing fall maintenance on the vacuum system, some of the pits have flooded several times in the last couple of years. The sensor pipe had been installed improperly when the pit was assembled at the factory.
- 10/11/16 the Water Wonderland Improvement District Board of Directors took a tour of the Sanitary District Plant. They are getting ready to install backup generators on the water wells that service OWW2 next year. They have already installed one for OWWI. Rick is working on bids for installing transfer switches and small stationary generator units or a portable unit for the 4 lift stations.

### Old Business:

- a. AED Training – Item is tabled for next month's meeting.
- b. Executive Session – ORS 192.660 (2)(i) – The Board went into executive session to review or evaluate an employment related performance. The Board returned from executive session. Michael made a motion to increase the District Manager's salary by \$7,500 beginning December 1, 2016. Elreta seconded the motion, the motion carried unanimously.
- c. Audit Ending June 30, 2016 – Michael made a motion to accept the draft audit, with the noted corrections. Elreta seconded the motion, the motion carried unanimously. Barnett & Co. CPA's will have final copies prepared. Copies will be submitted to USDA and the State of Oregon.

### New Business:

- b. Thanksgiving Employee Appreciation – Michael made a motion to give each of the employees \$50.00 for Thanksgiving in the form of a pre-paid gift card. Elreta seconded the motion, the motion carried unanimously. Michael made a motion to accept the Christmas Bonus schedule that was presented by the District Manager, reflecting the number of years employees have been with the District. Elreta seconded the motion, the motion carried unanimously.

**Correspondence:** None

**Future Agenda Suggestions:**

- AED Training
- Executive Session

**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 Thursday December 22, 2016 at the District Office.

Elreta Humeston  
Secretary

December 22, 2016  
Date