

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting November 16, 2023 - 10:00 a.m.

Call to Order: Chairman Jerry Preston called the meeting to order at 10:00 a.m. Members present; Jeff Okamoto and Michael Roberts. Members absent: Ricky Keller and Dan DeHaven. **District Employees:** Ellie Davis, Zach Imel, Ethan Morton & Alionso Donan. **Visitors:** None.

Approval of Minutes:

- a. Approval of October 19, 2023 Regular Meeting motioned by Jeff, seconded by Michael, all in favor.
- b. Approval of October 19, 2023 Special Meeting motioned by Jeff, seconded by Jerry, all in favor.

Approval of Bills:

- a. Approval to pay the bills for October 2023 motioned by Roberts, seconded by Jeff, all in favor.

Accounting Reports:

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

Operator Report:

- The remainder of the pontoon kit arrived, and we began assembling the boat.
- The check valves in the vacuum station were cleaned.
- We used the pumper truck to unplug the line from the primary lagoon to the transfer pumps.
- Irrigation has been shut off for the season.
- We had to pull the E1 Lift Station Pump for extended run time and found there was a shirt stuck in it. Jeff requested that everything pulled from the pumps be photographed.
- We will start removing small sapling trees that are beginning to grow close to the lagoon liner at Section 25.
- Outside utility companies have been dumping dirt at the plant while doing work in the area. Since the work has been completed, it's been agreed to notify them not to dump here anymore.
- Field staff have begun to try out working 4 days a week, 10-hour days for some of the staff. Jeff would like it to be known that he is opposed to this idea as he feels it could be a safety concern. Michael is in favor of a trial basis and acknowledges the safety concern. Michael would like a list from Ethan by next month's meeting of items that staff can do that is not a safety concern during the 2-hour period they will be working independently. Motion made by Michael, seconded by Jeff to do a 90-day trial (revisit the topic at the March meeting), all in favor.
- Jerry suggested the field staff put together weekly things that need to be done so there is better time management.
- The power tripped on the aeration blower, and it was not recognized that the power was taken from the old aeration system. Found and has been corrected. The secondary blower has not been purchased; Ellie will contact Triple Point on getting it ordered.
- Ethan will look into a generator and compressor while going into Bend next week.
- Reed offered phone support to the staff for some technical difficulties they were having with the aeration & vacuum system. Motion made by Michael, seconded by Jeff to give Reed a gift card for \$500 as a token of the board's appreciation for his assistance. Jeff mentioned it would be a good idea to order custom labels online for proper identification of the modified systems.

- Ethan was willing to sell his own boat to the district for \$1,000.00. An advertisement was posted for 14 days, and no offers had come in. Motion made by Michael, seconded by Jeff to purchase Ethan’s boat for \$1,000.00, all in favor.
- Ethan looked into flow meters and found battery powered ones for \$385 and hard-wired ones for \$800. He sees this can become a further problem as they have paddles inside and would likely create more of a problem.
- Additional testing of the West Field at Section 25 is needed to see if there is a problem with the soil and why the crop is not producing. Motion made by Jeff, seconded by Jerry to move forward with additional testing, all in favor.

Old Business:

- a. New Employee – Sarol was released as there was just not enough work to keep her part-time in the office.
- b. RV Dumping into Cleanouts – A letter was drafted and reviewed by the attorney. Jeff believes the letter is very good but thinks a softer letter that goes into more detail of items that shouldn’t be flushed, should go out first.

New Business:

- a. Past Due to County Buyout – The district received a letter from the Deschutes County Tax Office that they authorized the advance of current year property tax levies of \$25,926.00. This is calculated at 97% of the levied amount and the county withholds 3% and the balance will be deposited into the LGIP account upon receipt.
- b. Arbitrage Consulting Services – Jennifer Cordova with Hawkins, Delafield & Wood was contacted for more information on the process of the arbitrage moving forward. Ellie recommends this firm as a good choice, as they were our bond counsel and the annual calculation reports would be best suited as opposed to the 5-year option. Jeff added that he was in favor of annual. Other conditions included in the refinance will be a reserve account, a rate stabilization account as well as a rate covenant. In turn the district will likely have to stick to the 2% annual increase as stated in last year’s letter when the rates were increased. The lots on Satterlee Way were mentioned and wildfire risk for our area. We mentioned that we had been in contact with local agencies regarding ways to help in the event of fire and the guys can work on a fire break.
- c. COLA (Cost of Living Adjustment) – Motion made by Jeff, seconded by Michael to do the cost-of-living increase at whatever the consumer price index amount was this year, all in favor.
- a. Thanksgiving Employee Appreciation – Motion made by Jerry, seconded by Michael to give each of the employee’s \$150.00 for Thanksgiving this year in the form of a gift card, all in favor.
- d. ADU Zoning Changes – The county is making modifications to the ADU zoning changes, after reading the information, it does not affect properties in OWW. However, travel trailers are and will continue to be a problem for the sewer system. Motion made by Jeff, seconded by Michael to compose a letter to the commissioners, all in favor.

Correspondence: None

Future Agenda Suggestions: None

Public Comments: None

Adjourn: Chairman Jerry Preston adjourned the meeting at 11:25 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday December 21, 2023, at the District Office.

Jeff Okamoto
Secretary

12/21/2023
Date