

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda Board of Directors - Regular Meeting November 21, 2013 – 10:00 a.m.

Call to Order - Roll Call

Public Comments on Agenda Items

Approval of Minutes

- a. Regular Meeting of October 17, 2013

Approval of Bills

- a. October 2013

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

- a. Letter from Customer Ronald Murray
- b. SDAO Fall Training

New Business

- a. Employee Appreciation
- b. Board Member Absences
- c. DEQ Steering Committee Update

Correspondence

Future Agenda Suggestions

Public Comments

Adjourn

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Meeting Minutes Board of Directors – Regular Meeting November 21, 2013 - 10:00 a.m.

Call to Order - Roll Call: President Bob Chase called the meeting to order at 10:00 a.m. Members present; Elreta Humeston, Bob Worthean and Phil Alves. Members absent; Brian Goins. **District Employee:** Rick Durham and Ellie Davis. **Visitors:** Paul Zenor.

Public Comments on Agenda Items: None

Approval of Minutes:

- a. Regular Board Meeting Minutes of October 17, 2013 were approved.

Approval of Bills:

- a. Elreta made a motion to pay the bills for October 2013 as presented. Bob Worthean seconded the motion, the motion carried unanimous.

Accounting Reports:

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

Operator Report:

- On 10/31/13 the Water Wonderland Improvement District hit a lateral on Golden Eye coming off our 8" main sewer line. Paul Humphrey was already in the area installing a new pressure pit on Tree Duck, he assisted in the repairs – at no additional charge. Some fittings needed to be purchased in order to repair the line. The sewer locates were off, but also the water department should have been digging by hand. As each entity was at fault for the break, the water dept. will split the cost of the fittings that were purchased.
- On 10/31/13 Paul Humphrey installed a new pressure pit at 56221 Tree Duck for a new house being built.
- On 11/1/13 Paul Humphrey installed a new vacuum pit at 55955 Black Duck for a new house being built.
- The District is in need of upgrading the computer system and software for the vacuum station as it is approaching 10 years in age, and the software we have now is not compatible with Windows 7. A new computer, software and labor to set-up will cost around \$15,000.00 and needs to be done in the near future before we have a failure.
- A new phone has been added and will be used as a dedicated on-call/emergency phone. This will allow Kyle & Rick to transfer the phone between the two of them. The new phone number is (541) 410-4181.
- The District audit is complete, ending June 30, 2013. It will be up on the website for viewing. Actual revenues were over budget by \$5,333, and expenditures were under budget estimates by \$98,320.00
- Rick has been talking with Thousand Trails about connecting to the system. There are still many unknown costs as well as different scenarios; us taking all of their sewage or just the effluent water. Another thing considered was mandatory testing and that everything is treated properly before it's transferred over to our system. With different types of chemicals used in RV's, we could be at risk of taking in substances that could kill organisms living in the

lagoon that help treat the wastewater. They also mentioned using their own engineering firm for design and treatment possibilities.

- Next week the roof of the green shop will be re-caulked as it's been leaking for some time.
- New more efficient lighting is going to be installed in the green shop next week as well.
- Rick included some information for The Board regarding their goals and expectations of him for the 2013/2014 year.

Old Business:

- a. Letter from Customer Ronald Murray – Rick had the District's attorney respond to the letter. She advised the customer that the SDC will need to be paid in full by November 15th, otherwise scheduling will be made to disconnect the property from the District's system. Rick has already called in locates and it will be dug up and capped off next week.
- b. SDAO Fall Training – Bob Worthean attended the SDAO's Fall Training Seminar last month in Bend. Bob was concerned about some paperwork that he was told the Board Members need to turn in regarding the Health Care Reform. Ellie will look into the matter further. Bob brought some information back for Rick regarding building inspections and safety he can look over.

New Business:

- a. Employee Appreciation – Elreta made a motion to give each of the employees a \$100.00 bonus for Thanksgiving and Christmas this year. Phil seconded the motion, the motion carried unanimously.
- b. Board Member Absences – Elreta would like to talk about dismissal of Board Member Brian Goins due to lack of attendance and communication. After some discussion, Phil made a motion that The Board attempt to contact Brian, and receive a response back before next month's regular meeting; otherwise The Board will consider removing him. Robert Worthean seconded the motion. Bob Chase, Robert Worthean and Phil Alves voted aye, Elreta Humeston abstained from voting.
- c. DEQ Steering Committee Update – Although this topic was not brought up, I (Ellie Davis) feel this information should be included as it is important to the surrounding area. The Steering Committee has submitted their recommendations and report to DEQ, no further meetings are being held at this time. DEQ is reviewing their report and has not yet made any decisions on how or whether to implement them. Some of the recommendations require action by agencies other than DEQ and most will require an open, public process. The planning process will occur in the near future. A copy of the committee's recommendations and report is available on our website under the Information tab.

Correspondence: None

Future Agenda Suggestions:

- SDAO Annual Conference – February 7th-9th, 2014.

Public Comments:

Paul Zenor commended The Board for making an attempt to communicate with Brian and agrees that contact should be made. Paul added that he would also be interested in serving on the District Board if a position was to become available.

Adjourn: The meeting was adjourned by President Robert Chase at 11:30 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday December 19, 2013 at the District Office.

Brian Goins
Secretary

December 19, 2013
Date