

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting February 23, 2023 - 10:00 a.m.

Call to Order: Board Secretary Jeff Okamoto called the meeting to order at 10:02 a.m. Members present; Ricky Keller and Dan DeHaven. Members absent; Jerry Preston and Ann Arritola. **District Employees:** Reed Campbell & Ellie Davis. **Visitors:** None.

Approval of Minutes:

- a. Regular Meeting Minutes of January 19, 2023 were presented for review and approved.

Approval of Bills:

- a. Dan made a motion to pay the bills for January 2023 as presented. Ricky seconded the motion, the motion carried unanimously.

Accounting Reports:

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

Operator Report:

- This month has been a very good month for the system. There haven't been any unusual problems other than the normal scheduled maintenance. With the weather slowly getting warmer and the snow melting the crew and I have discovered the Section 25 fences need some repair, mostly wooded posts. We will continue to check our property fence lines and gear up for the summer months with fire reduction and fence line repairs.
- A cellular game camera was found on our property at Section 25. Found that it was owned by a neighboring property owner who just wanted to photograph the elk. The camera was removed and returned to the owner and said he would not trespass again.

Old Business:

- a. Budget Committee – Letters were mailed out to last year's members asking if they would be interested in participating again. Stan Porter will be on the committee again. Ricky added that owner Nancy Noble will also be on the committee. No additional applicants have been turned in at this time. There are currently positions available and each position is a three-year term and information is posted on the website.
- b. Offer from Octagon Towers – An extension to the current ground lease was discussed as possibly reduce the term and not go with a 40-year lease. Ricky will review the current lease and revisit at next month's meeting.
- c. USDA Refinance – Some of the Board Members who attended the SDAO Conference spoke with DA Davidson about funding options and they would like to come to the office and present the entire board with more information. SDAO was contacted about financing possibilities.
- d. Satterlee Way – Ellie will reach out to the attorney and let her know the situation and obtain her thoughts on this matter and the best way to move forward.
- e. Paid Leave Oregon – Jeff reviewed more information regarding the new Paid Leave Oregon and options the district could do instead of participate in the state program or perhaps choose to pay the contributions for the employee. Will further discuss when entire board is present.

New Business:

- a. Board Member Resignation – Ellie received a text message from Ann Arritola on February 4, 2023 informing her that she was leaving her position on the board effective immediately. She has taken a position of employment and would no longer be available for meetings. The open position will be placed on the website for anyone would has interest. Ricky made a motion to give Ann a \$100 gift card for appreciation of her service on the Board. Jeff seconded the motion, the motion carried unanimously.
- b. Special District Election May 16, 2023 – This election is where Special Districts elect Board Members. Terms to expire this year are; Position#3 – Jerry Preston and Position#5 – Dan DeHaven. Filing period begins February 4, 2023 and ends March 16, 2023 at 5:00 p.m.
- c. Deficiencies Plan of Action – Price Fronk & Co. conducted the District’s Audit ending June 30, 2022. Upon completion, they noted the same deficiencies as previous year. A plan of action has been drafted to address those deficiencies. Jeff made a motion to adopt the plan of corrective action, in response to the deficiencies reported. Ricky seconded the motion, the motion carried unanimously. A copy will be filed with the Secretary of State. Jeff added that there was a modification to HB2110, and the district may no longer have to provide an annual audit through those changes. Ellie will follow up and see if this pertains to the district.

Correspondence:

- a. Letter from Customer Dennis Howell – A recent letter dated February 14, 2023, from customer regarding a concrete/rock gate post that appeared to be settling and he thinks there could be a break in the sewer line. The customer has already been contacted, and we had found that the ground is heaving due to the frost causing the gate post to move.

Future Agenda Suggestions:

- USDA Refinance
- Paid Leave Oregon
- Octagon Towers
- Satterlee Way

Public Comments: None

Adjourn: Secretary Jeff Okamoto adjourned the meeting at 11:43 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday March 16, 2023, at the District Office.

Jeff Okamoto
Secretary

3/16/2023
Date