

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting January 18, 2024 - 10:00 a.m.

Call to Order: Chairman Jerry Preston called the meeting to order at 10:02 a.m. Members present; Jeff Okamoto, Ricky Keller, Dan DeHaven and Michael Roberts. Members absent: None. **District Employees:** Ellie Davis, Ethan Morton, Zach Imel and Alionso Donan. **Visitors:** Bob Scott (OWW2 POA)

Approval of Minutes:

- a. Approval of Regular Meeting of 12/21/2023 motioned by Jeff, seconded by Michael, all in favor.

Approval of Bills:

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

Accounting Reports:

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

Operator Report:

- The slip tank was filled up to fuel the backhoe and Kubota, all vehicles were also filled and equipped to be ready for snow removal.
- There were multiple power outages over the weekend of 1/12 – 1/14 at Section 25 due to high winds and snow.
- The water meter froze and broke, it was repaired yesterday.
- Early this morning, call-out for the Blue Heron Lift Station as the power was out on that road. Power was restored before it needed to be pumped down.
- Jeff added that some of the screws/bolts for the pontoon boat might've been installed in the wrong place and should be adjusted to their correct position.
- The hydraulic hose on the backhoe was to be repaired and the gentleman that was going to do the work could not. Ethan will look into this further.
- The Board had asked for staff to log items and tasks that were being done daily, Ethan provided that to the Board.

Old Business:

- a. RV Dumping into Cleanouts – A draft letter was reviewed. Jeff added a minor adjustment to the wording, it will be prepared and mailed out. Ellie contacted Deschutes County regarding the senate bill 1013 in how the district can share its concerns. Ellie has a meeting set up with the Community Development Director Peter Gutowski next Wednesday 1/24 at 2:00 p.m. Jerry and Michael will also be in attendance at this meeting.

New Business:

- a. Offer from Landmark Dividend – An offer from Landmark Dividend was sent over with interest in buying out the current lease. Jeff made a motion to decline the offer presented and table any new offers until further notice. Ricky seconded the motion, the motion carried unanimously.
- b. Budget Officer – Jeff made a motion to appoint Ellie Davis and Ethan Morton as Budget Officers for the upcoming 2024 – 2025 budget year. Ricky seconded the motion, all in favor.

- c. Budget Committee – Letters will be mailed to last year’s budget committee members asking if they would be interested in participating again this year. There are currently positions available and information will be posted on the website.
- d. Deficiencies Plan of Action – Price Fronk & Co. conducted the district’s audit ending June 30, 2023. Upon completion, they noted the same deficiencies as the 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.
- e. Board Signing Authority - Jeff made a motion to remove Ann Arritola and Reed Campbell from the First Interstate Bank General Operating Checking and Expansion Reserve Savings account and replace with Ethan Morton and Michael Roberts. Ethan and Michael will have check signing authority. Ricky seconded the motion, the motion carried unanimously. Jeff made a motion to remove Ann Arritola and Reed Campbell from the Local Government Investment Pool account and add Jerry Preston and Ethan Morton. Ricky seconded the motion, the motion carried unanimously. Jeff made a motion to remove Reed Campbell and replace with Ethan Morton as an authorized signer on the First Interstate Bank Credit Card. Ricky seconded the motion, the motion carried unanimously.

Correspondence: None

Future Agenda Suggestions:

- On-Call Time

Public Comments: None

Adjourn: Chairman Jerry Preston adjourned the meeting at 10:53 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday February 15, 2024, at the District Office.

Jeff Okamoto
Secretary

February 15, 2024
Date