

# OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

[www.oww2sd.com](http://www.oww2sd.com)

## Meeting Minutes Board of Directors – Regular Meeting December 16, 2021 - 10:00 a.m.

**Call to Order:** Ann Arritola called the meeting to order at 10:00 a.m. Members present; Ricky Keller, Jeff Okamoto and Jerry Preston. Members absent; None. **District Employee:** Reed Campbell and Ellie Davis. **Visitors:** None.

### Approval of Minutes:

- a. Regular Meeting Minutes of November 18, 2021 were approved.

### Approval of Bills:

- a. Ann made a motion to pay the bills for November 2021 as presented. Ricky seconded the motion, the motion carried unanimously.

### Accounting Reports:

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

### Operator Report:

- This month we have run into a problem with our transfer pump. The pump that transfers all the sewage to Section 25 first it was clogged. Then it was cavitating and we discovered the inlet pipe was also clogged. To fix this we flushed the line and seems to be running smooth again. Secondly, we lost a pump in the Swan Lift Station due to getting clogged with rags and a shirt. This burnt up the barring's and no longer pumps at full capacity. This pump is one of the newer pumps. Since its not completely burnt, it should be able to be fixed at a lower cost. We caught it at the perfect time.
- This month we had two lines hit by crews installing the fiber lines. One was mismarked and the other was hit because we located the address, and it snowed that night. The crew thought they were in the clear. We spoke with them and advised them if they intend to do any work in the district, to give us a call and we will meet with them before and make sure everyone is in the clear.

### Old Business:

- a. Public Contracting Rules – The Board will hold a public hearing on Thursday January 20, 2022 at 10:00 a.m., to update and amend the Public Contracting Rules for the District.
- b. Employee Vacation/Sick Benefits – Discussion of a roll over maximum amount of 80 hours, vacation payout not to exceed current years accrual, no payout on rollover amount and no notice no vacation payout was discussed. Ann made a motion to payout Reed Campbell's accrued vacation of 97 hours. Ricky seconded the motion, the motion carried unanimously. Ann made a motion that as of January 1, 2022 employees shall begin vacation accrual per pay period. Ricky seconded the motion, the motion carried unanimously. Ann made a motion to include a section for the Office Manager only, for years of service 0-5 of 62 hours, 5-12 of 102 hours and 12+ years of 132 hours. Ricky seconded the motion, the motion carried unanimously. An updated draft will be presented at next month's regular meeting. Jeff made a motion to strikeout the Pay Upon Separation section of the Sick Leave policy. Ann seconded the motion, the motion carried unanimously.

**New Business:**

- a. SDAO Annual Conference – Special District’s Association of Oregon (SDAO) is having their annual conference in Eugene OR February 10th-13th, 2022. This year’s hybrid event will offer the opportunity to attend either in person or virtually, with all sessions recorded and made available to all attendees after the event. Ann Arritola would like to attend in person.

**Correspondence:** None

**Future Agenda Suggestions:**

- Farm Lease
- Updated Employee Vacation Benefit Draft
- Budget Officer
- Budget Committee
- New Board Member

**Public Comments:** None

**Adjourn:** President Ann Arritola adjourned the meeting at 12:07 p.m. The time and place of the next meeting is at 10:00 a.m. on Thursday January 20, 2022 at the District Office.

Jeff Okamoto  
Secretary

January 20, 2022  
Date