

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda
Board of Directors - Regular Meeting
November 21, 2019 – 10:00 a.m.

Call to Order

Approval of Minutes

- a. Regular Meeting of October 17, 2019

Approval of Bills

- a. October 2019

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

- a. OWW Unit I Project

New Business

- a. Board Member Letter
- b. Thanksgiving Employee Appreciation
- c. Farm Lease
- d. Business Cards

Correspondence

Future Agenda Suggestions

Public Comments

Adjourn

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Meeting Minutes Board of Directors – Regular Meeting November 21, 2019 - 10:00 a.m.

Call to Order: Ann Arritola called the meeting to order at 10:00 a.m. Members present; Phil Alves and Jeff Okamoto. Members absent; Elreta Humeston. **District Employee:** Reed Campbell and Ellie Davis. **Visitors:** None.

Approval of Minutes:

- a. Regular Meeting Minutes of October 17, 2019 were approved.

Approval of Bills:

- a. Phil made a motion to pay the bills for October 2019 as presented. Jeff seconded the motion, the motion carried unanimously.

Accounting Reports:

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

Operator Report:

- We will be having some warranty work done by Triple Point for a leak near the shed that holds the main blower for the newly installed aeration system. With the recent power outage during the week of the 11th, the power to the blower was tripped and the main line retracked due to cold weather and cracked the transition joint. The blower is not set to automatically come back on once power is restored. Triple Point has shipped us a part we can use as a temporary fix and they are checking with their engineers to see what the best permanent repair would be.
- We have had zero callouts after hours, all have been during the regular work day. Maintenance is completed to all pits. Reed now has staff doing other projects like insulation and dry wall of the blower shed, getting equipment ready for winter plowing, taking inventory of tools, parts, supplies and back up replacement parts. Also trying to rotate out all old inventory we do not use anymore.
- The new control panels for the Lift Stations have arrived and should beginning installation the first part of December.

Old Business:

- a. OWW Unit I Project – Jeff has offered to be a contact, like Michael was, in regards to communication with the survey they have conducted and results. Ann made a motion for Jeff to be a liaison between the Board and Dean Drabin with OWW I and report any new information back at the District's regular monthly meetings.

New Business:

- a. Board Member Letter – A draft letter to Michael Hanbey was presented for review, thanking him for his help and participation. Phil made a motion to approve the letter signed by all the Board Members. Jeff seconded the motion, the motion carried unanimously.
- b. Thanksgiving Employee Appreciation - Phil made a motion to give each of the employees \$100.00 for Thanksgiving in the form of a gift card. Jeff seconded the motion, the motion carried unanimously.

- c. Farm Lease – Discussion on the ending term of the lease and what options are moving forward.
- d. Business Cards – Phil made a motion to have business cards made for all Board Members. Jeff seconded the motion, the motion carried unanimously.

Correspondence: None

Future Agenda Suggestions:

- Employee Appreciation

Public Comments: None

Adjourn: The meeting was adjourned by President Ann Arritola at 10:49 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday December 19, 2019 at the District Office.

Elreta Humeston
Secretary

December 19, 2019
Date