

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Agenda Board of Directors - Regular Meeting April 16, 2015 – 10:00 a.m.

Call to Order - Roll Call

Public Comments on Agenda Items

Approval of Minutes

- a. Regular Meeting of March 19, 2015

Approval of Bills

- a. March 2015

Accounting Reports

- a. Profit & Loss and Balance Sheet

Operator Report

Old Business

- a. Budget Committee
- b. Employee Payscale

New Business

- a. System Development Charge Increase
- b. Resolution No. 15-01 Connection Charge
- c. Resolution No. 15-02 Establishing a Capital Reserve Fund
- d. Increase of Monthly Sewer Service Fees

Correspondence

Future Agenda Suggestions

Public Comments

Adjourn

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

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Meeting Minutes Board of Directors – Regular Meeting April 16, 2015 - 10:00 a.m.

Call to Order - Roll Call: President Bob Chase called the meeting to order at 10:00 a.m. Members present; Bob Worthean and Phil Alves. Members absent; Elreta Humeston and Ann Arritola.

District Employee: Rick Durham and Ellie Davis. **Visitors:** None

Approval of Minutes:

- a. Regular Meeting Minutes of March 19, 2015 were approved.

Approval of Bills:

- a. Bob Worthean made a motion to pay the bills for March 2015 as presented. Phil seconded the motion, the motion carried unanimous.

Accounting Reports:

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

Operator Report:

- The computer upgrade is almost finished. The PLC at Section 25 that communicated with the Vacuum Station went bad and is going to be replaced this Friday. That will be an addition \$6,590 on top of the \$16,084.
- The Automation Group is also going to try out a prototype telemetry system on 2 of the vacuum pits. They will be able to collect data and report the information back on evacuation times, vacuum pressure, etc. These are early stages of development and there is not cost for using this experimental equipment.
- The AED has arrived and will be placed on the wall in the meeting building.
- Airvac has a universal controller that may work in the vacuum pits. These ones are clear, have less working parts and are a fraction of the cost of the Roediger controllers.

Old Business:

- a. Budget Committee – The Budget Committee held their first meeting with one minor change. A Budget Hearing will take place on Thursday May 21, 2015 at 10:00 a.m. and will be presented to the Board of Directors for approval. Bob Chase would like to express that he appreciates the staff for doing an exceptional job in preparation and display of the annual budget.
- b. Employee Payscale – The Board deliberated on each of the job titles and the paycales for the District's employment positions. The Board is also looking at updating items in the Personnel Policies and Procedures Manual. Bob Worthean made a motion to raise the on-call pay to \$50 a day for Friday, Saturday and Sunday. Phil seconded the motion, the motion carried unanimously.

New Business:

- a. System Development Charge Increase - SDC's are increased in April each calendar year according to the ENR Index (Engineering News Record). Fees will be increasing \$217.00 from

\$8,725.00 to \$8,942.00. Reimbursement Fees will be \$6,967.00 and Improvement Fees will be \$1,975.00.

- b. Resolution No. 15-01 Connection Charge - This resolution repeals Resolution No. 14-01 and will allow the District to increase the Connection Charge from \$332.00 to \$340.00. Bob Chase made a motion to adopt Resolution No. 15-01. Phil seconded the motion, the motion carried unanimously.
- c. Resolution No. 15-02 Establishing a Capital Reserve Fund – This resolution is for the purpose of accumulating reserve funds for the purchase, repair and renovation of District systems, facilities and equipment. Bob Chase made a motion to adopt Resolution No. 15-02. Phil seconded the motion, the motion carried unanimously.
- d. Increase of Monthly Sewer Service Fees – The Board of Directors is proposing to increase the monthly sewer service fee from \$62.00 to \$64.00 per month. This suggestion was delivered to the Budget Committee and had been approved. The District is continuing to replace outdated systems and equipment in order to maintain regular operation and maintenance.

Correspondence: None

Future Agenda Suggestions:

- Budget Hearing
- Employee Payscale
- Personnel Policy
- Increase of Monthly Sewer Service Fees

Public Comments: None

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 May 21, 2015 at the District Office.

Elreta Humeston
Secretary

May 21, 2015
Date