

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting July 20, 2023 - 10:00 a.m.

Call to Order: Chairman Jerry Preston called the meeting to order at 10:00 a.m. Members present; Ricky Keller, Dan DeHaven, Michael Roberts and Jeff Okamoto. Members absent; None. **District Employees:** Ellie Davis, Zach Imel, Ethan Morton, Alionso Donan. **Visitors:** None.

Jerry would like to ask that all board members get closer to Roberts Rule of Order, try to stay on task, if someone would like to bring up a topic is a limit of 3-5 minutes with uninterrupted time to speak and be respectful of one another.

Approval of Minutes:

- a. Approval of May 25, 2023 Special Meeting motioned by Jeff, seconded by Ricky, all in favor.
- b. Approval of June 15, 2023 Special Meeting motioned by Jeff, seconded by Ricky, all in favor.
- c. Approval of June 15, 2023 Regular Meeting motioned by Jeff, seconded by Ricky, all in favor.

Approval of Bills:

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

Accounting Reports:

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

Operator Report:

- Since last meeting we have completed about $\frac{3}{4}$ of the vacuum system maintenance. The main lagoon has bounced back, and ducks are now landing and occupying the waters. There hasn't been any complaints of odors in weeks. The on-call rotation has been average. Ethan had two callouts to pits and I came after hours to check out a lateral hit in a back yard that was not our issue. Alionso is learning the configuration of pits through the maintenance and seems to be doing well with the team.
- Scott Miller from Byogon has presented us with a quote and a couple of plans for further treating our aerated lagoon. It consists of a shock treatment to jumpstart the biological activity already in the lagoon; along with a daily dose and pump system to biologically dredge the solids from the bottom. Levi Tickner, our supervisor, uses this and his lagoons seem to be very healthy with overall lower BOD and TSS levels. We will continue looking into the screening & grinder installation before moving forward with another product.
- Zach will be attending Wastewater Treatment/Collections Certification Review in Keizer, OR August 8-9th. Luke Thomas, our ranch/farming partner came to our field on 7/14 to discuss a plan moving forward for our field and operations. The field historically has yielded poor crops and growing conditions. Last year we re-seeded the entire field and Reed let it lay dry for two months allowing the fresh seed to then get blown away, eaten or by other means disappear. It's Luke's educated opinion that we change crops and seek seeding through a company in Klamath Falls.
- A customer had been following the staff around wondering who they were and if they did work for the district, as there is no logo on the vehicle. Zach will get the decals placed back on the district vehicle. Identification Cards to be purchased for staff motioned by Jeff, seconded by Ricky, all in favor.

- Airvac sent over a quote for 3 vacuum pits and components as we do not have any in stock. Approval to purchase 4 vacuum pits motioned by Jeff, seconded by Ricky, all in favor.
- PPE items that were purchased will be placed inside a locker/cabinet in the vacuum station.

Old Business:

- a. USDA Refinance (D.A. Davidson) – A fee quote from three bond counsel firms that do business in Oregon and a summary of fees were presented to the board for review. The board chose the proposed fee from Hawkins Delafield & Wood of \$20,000.00 motioned by Michael, seconded by Ricky, all in favor.

New Business:

- a. SDC Monies Collected – Reported to the Board was a yearly accounting summary of SDC Monies collected for the fiscal year of 2022 – 2023. Reimbursement Fees of \$62,064.00 and Improvement Fees of \$17,599.00. In those fund accounts \$100,000.00 was used for the annual loan payment and \$3,800.00 was used to install a vacuum pit.
- b. Price Fronk & Co. Engagement Letter – This year we intend to use auditing services from Price Fronk & Co. Jerry Preston signed the letter of engagement to audit the financial statements of the district ending June 30, 2023.
- c. Tour of Section 25 – The board would like to take a tour of Section 25 and will do so before the regular meeting for August at 9:00 a.m. There seems to be trash and debris piled up, some could be from the original clearing of the field. There is also several locks on the gate that need to be addressed and/or changed.

Correspondence: None

Future Agenda Suggestions: None

Public Comments: None

Adjourn: Chairman Jerry Preston adjourned the meeting at 11:07 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday August 17, 2023, at the District Office.

Jeff Okamoto
Secretary

8/17/2023
Date