

OREGON WATER WONDERLAND UNIT II SANITARY DISTRICT

55841 SWAN RD, BEND OR 97707

www.oww2sd.com

Meeting Minutes Board of Directors – Regular Meeting November 18, 2021 - 10:00 a.m.

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

Approval of Minutes:

- a. Regular Meeting Minutes of October 21, 2021 were approved.

Approval of Bills:

- a. Ann made a motion to pay the bills for October 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 to Section 25 at full capacity. We will continue to track down the issue. With winter around the corner and our irrigation season over for the year, we have started winterizing Section 25 and other portions of our system. Replacing our main line valve indicator poles have also been underway, and we may look into alternative materials to use. The conditions, other than being colder, the system is running smooth. Nothing at this time proves to show otherwise.
- Last month the district received the new Chlorine Injection Pump for the Section 25 irrigation system. Pump Tech will send out a sales rep closer to spring to help set it up and get it running. With winter setting in soon, we will start clearing fence lines and doing some road maintenance on the Section 25 property. Will do some fire reduction as well when we are clearing fences. I purchased new hoodies, t-shirts, and hats. They have big bold lettering on them so our customers will know who we are for sure, without any question.
- Ethan was unsuccessful with his level one testing with DEQ. He will continue to study and apply to retake the test again later.

Old Business:

- a. New Board Member – Jeff reached out to Mac, and he has decided to withdraw his interest in the open position. Elreta had a prior commitment and is unable to be at today's meeting. However, she is still interested in the open position. Ann made a motion to swear Elreta Humeston at the December board meeting for the vacant position #5. Ricky seconded the motion, the motion passed unanimously.
- b. COVID-19 Exposure/Quarantine – The Board discussed options for employees, considering the pandemic is ongoing. They feel it would be best to address this in a case-by-case basis.
- c. Employee Vacation/Sick Benefits – After some communication of some voids in the vacation benefits policy, the Board will hold a Special Meeting on Tuesday November 30, 2021 at 10:00 a.m. to further discuss a accruals, caps, rollover, borrowing and payout on vacation.

- d. Public Contracting Rules – The attorney has reformed the Public Contracting Rules through updated legislative changes. This will repeal and replace the current resolution the district has in place for public contracting. The Board will review the material.

New Business:

- a. Farm Lease – The farm lease expired October of 2020, and the person that was inclined in working the field had other interests. However, another candidate is interested, but it also needs some work prior to farming. Reed will be in touch and will inquire about a contract.
- b. Thanksgiving Employee Appreciation – Ann made a motion to give each of the employee’s \$150.00 for Thanksgiving this year in the form of a gift card. Jeff seconded the motion, the motion carried unanimously.
- c. Employee Appreciation – Ann made a motion for all employees to receive a bonus of \$350.00. Ricky seconded the motion, the motion carried unanimously.

Correspondence: None

Future Agenda Suggestions:

- Farm Lease
- New Board Member
- Board Signing Authority
- Public Contracting Rules
- Employee Vacation Benefits

Public Comments: None

Adjourn: President Ann Arritola adjourned the meeting at 11:47 a.m. The time and place of the next meeting is at 10:00 a.m. on Thursday December 16, 2021 at the District Office.

Jeff Okamoto
Secretary

December 16, 2021
Date