Serving the Svensen Community since 1938

WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Regular Board Meeting

Date: October 13, 2026

Time of Adjournment: 6:45 PM

1. Call to Order & Roll Call

The regular meeting was called to order by Board Chair Gary Heilmann.

- **Board Members Present:**
  - Gary Heilmann - President
  - Ole Gifford – Vice President
  - Rodney Bloom – Board Member
  - Laura Germond - Treasurer
  - Casey Wray – Secretary
- **Staff & Consultants Present:**
  - Colin - (District Engineer of Record)
  - Kurt - Local Fire Chief / Fire Representative

2. Public Comments

- **Billing Inquiries & ACH Issues:**
  - Multiple members of the public raised concerns regarding discrepancies and perceived double-billing on their recent water bills.
  - Casey Wray clarified that the district is transitioning between three disconnected software systems: Badger (meter reading), Frey (utility billing), and QuickBooks (accounting).
  - Manual processing is required for ACH and credit card payments. ACH payments from the prior month did not post to accounts before new bills were issued, causing prior balances to appear as unpaid.
  - An additional three days were included on the billing period because meter reads took place on the 23rd rather than the 20th.
  - **Board Action:** Motion made by Gary Heilmann to waive all late fees associated with the billing cycle while ACH issues are corrected; seconded by Laura Germond. **Motion passed unanimously.**
- **High Water Bill / Leak Adjustment Policy:**
  - A patron reported a major leak behind their meter resulting in excessive consumption (~20,000 gallons) and inquired about relief.

- The Board explained the district leak adjustment policy: once a customer identifies and repairs a leak, usage over the past 12-month baseline is evaluated, and the Board may credit up to 50% of the overage.

- **Simonsen & Fire Suppression Flow:**
  - Questions were raised regarding meter availability, water pressure, and required fire suppression flows on Simonsen and Camellia.
  - Colin and Kurt the Fire Chief noted that required fire flows depend on the square footage of proposed structures. If adequate flows (e.g., 1,000 GPM) cannot be met via the main, residential structures can utilize NFPA 13D sprinkler systems, tender exemptions, or line upgrades.
- **Camellia Water Line & Fire Hydrant:**
  - Discussion ensued regarding the 8-inch main on Camellia, tapping the line, tying in meters, pressure testing, and charging the fire hydrant to finalize approvals.

3. Consent Agenda

The consent agenda consisted of:

- Regular Meeting Minutes: September 8, 2026
- Special Meeting Minutes: September 17, 2026
- Special Meeting Minutes: September 28, 2026
- Special Meeting Minutes: October 7, 2026

All signatures were secured and minutes will be uploaded to the district website.

- **Action:** Motion to approve the consent agenda as presented made by Gary Heilmann; seconded by Laura Germond. **Motion passed unanimously.**

4. Treasurer's & Financial Report

Account Balances (Presented by Casey Wray & Laura Germond):

- **MAPS 1040 Main Checking:** $19,618.88
- **MAPS Money Market:** $33,216.91
- **Columbia Bank Money Market:** $12,516.92
- **LGIP (Account 6463):** $78,961.12
- **LGIP Debt Service Fund (Account 6587):** $103,448.98
- **LGIP System Development Fund:** $60,691.19

Accounts Payable & Invoices:

- Special Districts Insurance Services: $3,551.00
- Amazon (office supplies, mailers, paper clips, binders): $150.93
- Oregon PERS (IAP: $565.61; Pension: $2,304.85)
- Temporary Office Admin: $1,318.75
- Oregon Association of Water Utilities (Training for Matt): $530.00
- CivicPlus (Website): $215.92
- Cable Huston (Legal): $3,220.00
- Wilcox & Flegel: $514.18
- State of Oregon (Audit Filing Fee): $200.00
- Mailing Solutions: $507.00
- Reimbursement (Office & Cleaning Supplies): $526.51
- Isler CPA (Auditor): $12,000.00
- Special Districts Association (Consultant fee): $1,320.00
- NAPA Auto Parts: $249.56
- Astoria Ford: $107.00
- Clatsop Lawn & Tractor: $23.94 *(Note: Tractor loan paid in full in Sept)*
- Badger Meter: $973.48
- Paper Checks & Deposit Slips: $392.63 & $140.96
- Spectrum Business (Internet & Phone): $162.11
- Recology: $141.27
- Ag-Bag Forge Solutions: $650.17
- HR Answers (Investigation services via SDAO): $4,063.15
- Spectrum Mobile (Staff devices): $180.88
- Old Republic Surety: $246.00
- Pacific Power: $187.11 & $518.54 (plus two upcoming estimated bills of ~$60.00 each)
- Payroll (Current Cycle): $12,747.66
- **Action:** Motion to approve payment of bills and payroll made by Gary Heilmann; seconded by Rodney Bloom. **Motion passed unanimously.**

5. Old Business

- **Clayton & Denning Meter Applications (Simonsen Rd):**
  - Discussion reviewed fire flow requirements and water availability. District engineer Colin confirmed domestic/residential service can be accommodated, subject to the applicants coordinating sprinkler/fire-suppression designs with the fire department.
  - **Action:** Motion made by Gary Heilem to approve meter applications for Jason Denning (Parcel #80823CB01400 and Parcel #80823CB01500) and for Duane Clayton (92457 Simonsen Rd), subject to fire marshal/sprinkler compliance; seconded by Ole Gifford. **Motion passed unanimously.**

- **Compensation Study Committee Report:**
  - The committee reviewed the study prepared by HR Answers regarding district wages and benefits.
  - **Action:** Motion made by Gary Heilmann to table final adoption until the November meeting to complete review; seconded by Laura Germond. **Motion passed unanimously.**

6. New Business

- **Customer Leak Adjustments:**
  - Requests were acknowledged for Kim Mikoff, Renee Fruiht, Debra Deonier, Linda Blackburn, and Teevin Investments.
  - Board directed that operator Matt Stunkard verify that all leaks have been fully repaired before calculations are prepared. The Board will schedule a special meeting prior to the next billing cycle to review and act on credits.
- **New Meter Applications Received:**
  - **Michael Pickens:** 40792 Hillcrest Loop (4-inch main location near old Israel place; engineer and operator to verify capacity/location).
  - **Bethany Christian & Justin May:** 92299 Koppisch Rd (Customer submitted on an outdated form; office re-sent current form with updated fees).
  - **Ron Marks:** 92641 Camellia Lane (Standalone lot; customer to provide lot drawing/site plan from county assessor).

7. Operator & Maintenance Report

(Submitted by Operator Matt Stunkard; read into the record by Casey Wray)

- **Monthly Production:**
  - Little Creek: 3,217,800 gallons
  - Slow Sand: 2,414,745 gallons
  - **Total Combined:** 5,632,545 gallons
- **Operations & Maintenance:**
  - Shane maintained plants, mowed, weeded, and completed maintenance on the mower, ranger, and tire rotations.
  - Electrical issues at the Little Creek Plant were serviced by WEC Electrical.
  - Slow sand cell cleaning ongoing.
- **Water Quality & Compliance:**
  - Disinfection Byproducts (DBP), PFAS, lead, and copper samples were submitted to Alexin Labs.
  - Lead and copper tested below Maximum Contaminant Levels (MCL).

- DBP samples failed (consistent with typical fall conditions due to tannins reacting with chlorine). Increased flushing protocols implemented per state guidance; quarterly testing required for one year.
- Monthly surface water reports submitted to Eric Bufkin (Designated Operator in Direct Responsible Charge / DRC).

- **Staff Certification & DRC Discussion:**
  - Shane expressed interest in operator certification. The Board discussed state requirements: water distribution and treatment certifications require mandatory qualifying operating experience (e.g., 1–2 years in-district work before receiving full credentials upon testing).
  - The district currently utilizes Eric Bufkin (Astoria) as the external DRC while internal personnel work toward credentials.

8. Adjournment

Hearing no further business, Chair Gary Heilmann adjourned the meeting at 6:45 PM.

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Signed By
President Gary Heilmann

Signed By
V.P. Ole Gifford