Serving the Svensen Community since 1938

WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103
503/458-6555

Special Meeting Minutes

Date: September 17, 2026
Time: Call to Order at 6:00 PM, Adjourned at 6:20 PM

1. Call to Order & Roll Call by President Gary Heilmann

- The special meeting of the Wickiup Water District was called to order on September 17, 2026.
- **Roll Call:**
  - Board Member - Rodney Bloom: Not Present
  - Treasurer - Laura Germond: Present
  - Vice President - Ole Gifford: Present
  - Secretary - Casey Wray: Present
  - President - Gary Heilmann: Present
- **Public Comments Note:** It was noted that special meetings do not include a public comment period.

2. Agenda Items & Motions

- **Item 1: Hiring Temporary Office Help**
  - **Discussion:** The board discussed the immediate need for administrative help while the search for a permanent part-time temporary office administrative assistant is underway and posted.
  - **Motion:** Gary Heilmann motioned to hire Jessica Yates for a temporary office position to help in the office until another temporary position is filled, effective September 18, 2026, with a maximum of 25 hours per week, paid on a 1099 basis at $25.00 per hour. Seconded by Ole Gifford.
  - **Vote:** Aye (Unanimous); Motion Carried.
- **Item 2: Community Center Oversight and Rental Framework**
  - **Discussion:** The board briefly discussed oversight of the community center, managing volunteers, scheduling events, stocking supplies, and reviewing rental

agreements/frameworks and storage space usage. Further discussions and policy reviews will be brought to future regular meetings.

- **Item 3: Double-Check Protocol Prior to Payroll Submissions**
  - **Discussion:** Larua Germond proposed instituting a multi-eyes review protocol for payroll journals prior to submission to ensure accuracy and oversight.
  - **Motion:** Gary Heilmann motioned to establish a double-check protocol requiring multiple sign-offs on payroll journals prior to submission, effective immediately. Seconded by Ole Gifford.
  - **Vote:** Aye (Unanimous); Motion Carried.
- **Item 4: Addition of a Third Check Signer for Financial Institutions**
  - **Discussion:** The board discussed the need to add a third check signer across financial institution accounts since one of the current two signers is frequently absent from meetings.
  - **Motion:** Gary Heilmann motioned to add Casey Wray as a third check signer on district financial accounts. Seconded by Ole Gifford.
  - **Vote:** Aye (Unanimous); Motion Carried.

3. Adjournment

- **Motion:** To adjourn the special meeting of the Wickiup Water District on September 17, 2026.
- **Adjournment Time:** 6:20 PM.

Signed By
President Gary Heilmann

_____ Date: _____

Signed By
V.P. Ole Gifford

_____ Date: _____