



*Serving the Svensen Community since 1938*

## **WICKIUP WATER DISTRICT**

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Regular Board Meeting  
March 11, 2020

Commissioners Present: Ron Lake, Jennifer Bunch, and Ole Gifford

Commissioners Absent: Debbie Pike and Murray Stanley

Employees Present: Dan Waterbury, Michelle Bolton, and Felix Martinez

Patrons & Visitors: Ray West

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The monthly board meeting of Wickiup Water District was called to order at approximately 6:34 pm at the District's office in Svensen.

### **Review and Approve Previous Meeting's Minutes:**

The Board read over last month's minutes. Ole made a **Motion** to approve the minutes as written. Ron seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

### **Financial Report:**

Ole read through the monthly bills and financial reports. The financial reports and list bills are attached hereto and made part of the permanent record. **Motion** was made by Jennifer to pay to the bills as presented. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

### **Old Business:**

Updated forms: The Board has reviewed the updated forms. Jennifer made a **Motion** to approve the forms as written. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

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### **New Business:**

Dan presented to the Board a proposal of converting to automatic meter reads. Michelle had proposed going to a tiered monthly billing instead of bi-monthly. The AMR's would allow the meters to be read in a matter of hours. They would also send out an alert in the event of a leak and the readings are more accurate than the meters used now. Jennifer asked for additional information and the matter was tabled.

The Board met in an executive session prior to the regular board meeting. Jennifer reported that Michelle would be appointed interim district manager, on a trial basis, from March 16, 2020 to September 16, 2020. Jennifer made a **Motion** that the proposed job description for the District Manager be approved, that Michelle be appointed as interim District Manager for a trial period of six-months, and any pay increase at the end of the six months be retroactive to March 16, 2020. Ole seconded the Motion. **Vote:** Unanimous in favor; **Motion carried.**

### **Maintenance Report:**

Dan presented the maintenance report, including water produced, new installs, work orders, and monthly maintenance projects. Felix talked about storage needs and purchasing a shipping container. He reported a 20-foot container would cost approximately \$2,400.00, plus the cost of rock and any necessary fence extensions.

### **Public Comment:**

None

Being no further comments, the meeting was adjourned at 7:45 p.m.

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Ole Gifford, President Pro-Tem                      Date