



Serving the Svensen Community since 1938

WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Regular Board Meeting

August 14, 2019

Commissioners Present: Ron Lake, Murry Stanley, Debbie Pike, and Ole Gifford

Commissioners Absent: Jennifer Bunch

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

Patrons & Visitors: Steve Godwin, Janet Schmelzer, Richard Boettcher, Ray West, Adam Dailey, and Ed Hodges

President of the Board, Ron Lake, called the meeting to order at approximately 6:31 pm at the District's office in Svensen.

Financial Report:

The supplemental budget was presented showing that funds were not received from the State for the 2017 water project and Master Plan during the 2018-2019 fiscal period and that funds are anticipated to arrive during the 2019-2020 fiscal years. The President read the resolution and after asking for public comment and none received; **Motion #1** was made by Ron Lake, and seconded by Murray Stanley, adopting the 2019-2020 Supplemental Judgment. **Vote:** Unanimous in favor; **Motion carried.** A copy of the Supplemental Budget and Resolution are attached hereto and made part of the permanent record.

Ron 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 #2** made by Ron and seconded by Murray, to pay the bills as read and corrected during the financial report. **Vote:** Unanimous in favor; **Motion carried.**

A letter dated July 16, 2019, from Bill Cote was presented to the Board for consideration and approval regarding Mr. Cote preparing the 2018-2019 financial statements for the District. The fee for his services being \$2,700.00. **Motion #3** made by Debbie, and seconded by Ole, to engage William D. Cote to do the financial audit for the District for a fee of \$2,700.00. **Vote:** Unanimous in favor; **Motion carried.** A copy of William Cote's letter is attached hereto.

The Board had previously discussed securing an auditor to do the 2018-2019 audit as William Cote has declined. A proposal was received from Isler CPA out of Eugene, Oregon. However, three bids must be received. This matter was tabled for further discussion.

Ron brought up the need to update signature cards at all the banks as board positions have changed. **Motion #4** was made by Debbie for all commissioners to become signers on the bank accounts located at US Bank, Clatsop Community Bank, and Columbia Bank. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

New Business:

Steve Godwin, project manager for Hanson Development, presented an application for new service for the lot that runs parallel to Ivy Station Rd. (Crestview Lane). **Motion #5** was made by Ole to approve the application for new service, for just the one lot, contingent upon receiving a sketch from Steve Godwin or Hanson Development, showing the placement of the lines. Ron seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Ed Hodges from Curran-McLeod reviewed the Grant of Easement presented by Adam Dailey on behalf of Hanson Development. Ed didn't see any issues with the Easement stating that the metes and bounds may change after placement of utility lines. It was stated that the District must have a fully executed easement prior to turning water on. Ole requested that some valves to added at the T and had some other concerns that he addressed with Adam. Ole provided Adam with plans showing different placement of the waterlines. Adam stated he would send revisions for final approval. **Motion #6** Ole made a motion for conditional approval of the Hanson development contingent upon pending design changes and attorney approval. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Ed also addressed Business Oregon's requirement that we do a seismic risk assessment concerning the Master Plan. Ed advised that funds from the Master Plan grant will be released prior to the assessment being completed. Ed further advised that there is a grant program available to pay for the \$20,000.00 seismic risk assessment. **Motion #7** Ron made a motion and Ole seconded the motion for the District to complete and submit the grant application for the seismic risk assessment. **Vote:** Unanimous in favor; **Motion carried.** Ron signed the application prepared by Ed and provided the same to him for submission.

Janet Schmelzer (40897 Grand View) provided samples of dirty water/grime from her jacuzzi tub from July 28 and August 3, 2019. She proposed that because of the massive amounts of turbidity in the water lines that pipes be moved to run off Hanson's development to Grand View instead of over Homestead. Ole indicated that more research would have to be done and tabled the matter.

Maintenance Report:

Dan presented the maintenance report, including water produced, new installs, and monthly maintenance projects. It was also discussed about the need for a mixer at Slow Sands. He informed the Board about monthly safety meetings now taking place as required by law. He also informed the Board about organizing a confined space training that will take place on September 12, 2019, at noon, CPR training, and the need for a new gas sniffer.

Motion #8 made by Ole, seconded by Ron, to purchase a mixer for Slow Sands. The cost is estimated at \$7,780.00. Dan and Felix will do the installation. **Vote:** Unanimous in favor; **Motion carried.**

Ole requested that the maintenance department take measurements of the sand at Slow Sands as we may need to budget for sand in the near future.

New Business:

A leak adjustment for Carl Salo was presented to the Board in the amount of \$300.00. A letter from patron Kathleen Mansfield was also presented to the Board regarding her water bill amount/usage and request for recommendations on how to lower the bill or find leak. A new application for services was submitted by Wickiup Ridge Construction (Jack Miethe) for a new service on Simonsen Rd. (being renamed to Lucy Lane).

Motion #9 was made by Ron to provide Carl Salo with a \$300.00 leak adjustment; motion was seconded by Murray. **Vote:** Unanimous in favor; **Motion carried.**

The letter from Kathleen Mansfield was discussed. Debbie suggested the maintenance staff do a meter verification. Ole instructed that a work order be prepared, and a flow test of the meter be completed, and results communicated with customer.

Motion #10 was made by Ole to approve the application for new services submitted by Wickiup Ridge Construction; motion was seconded by Ron. **Vote:** Unanimous in favor; **Motion carried.**

Considering the recent rate increase, Debbie proposed that the minimum leak adjustment amount be increased to \$375.00 (five times the minimum (\$75.00)). **Motion #11** made by Debbie to increase the minimum leak adjustment to \$375.00; motion was seconded by Ole. **Vote:** Unanimous in favor; **Motion carried.**

Employees requested that pay dates be changed to the 5th of each month with a draw on the 20th. **Motion #12** was made by Ron to change pay dates to the 5th with a draw on the 20th, with Ron or Jennifer reviewing payroll prior to submission. Murray seconded the motion. **Vote:** three in favor; Debbie abstained; **Motion carried.**

Michelle proposed that the WatersWorks billing program be updated and placed on the Cloud to allow for multiple users. This involves an update fee of \$500.00 and a monthly cost of \$150.00 per month, which is still a savings if the lock box is eliminated. She also requested that a postage meter be leased through Pacific Automation at the cost of \$75.00 per month, plus postage. Pacific Automation will provide the District with a high-quality multi-function printer, at no charge for securing the lease on the postage machine.

Upon **Motion #13** by Ron, and seconded by Murray, the Board unanimously **agreed** to proceed with updating the billing system to the cloud, gradually eliminating the lock box, leasing a postage machine through Pacific Automation for \$75.00 per month, and upgrading our multi-function printer. **Vote:** Unanimous in favor; **Motion carried.**

Public Comment:

Richard Boettcher asked if Knappa High School was watering to District standards. Ole advised that there are no restrictions currently in place and Dan stating the school has been watering less.

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Being no further comments, the meeting was adjourned at 8:29 p.m.

Ronald Lake, President Date