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## **WICKIUP WATER DISTRICT**

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

### Monthly Board Meeting

March 8, 2023

Commissioners Present: James Purdy, Lauren Harms, Rodney Bloom, and Gayle Leino. Brad Salisbury was absent (excused).

Employees Present: Michelle Bolton and Dan Waterbury

Community Members / Guests: Carole Trotter

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The monthly board meeting of Wickiup Water District was called to order at 6:30 p.m. at the district office by the president, James Purdy.

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

Lauren read the minutes from the Board's February 9, 2023, meeting. Rodney made a **Motion** to approve the meeting minutes as written. Lauren seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

**Reports of Accidents, Sickness or Death:** None.

#### **Financial Report:**

Gayle gave the treasurer's report. That report and the list of monthly bills is made part of the permanent record. **Motion** was made by Gayle to pay to the bills as presented; Lauren seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

#### **District Manager's Report:**

Michelle gave the district manager's report. A copy of the report is attached and made part of the permanent record. An updated Personnel Manual was presented to the Board, as well as an amendment adding responsibility pay and stability pay for qualified employees. Lauren made a **Motion** to approve the updated manual and the amendments. Gayle seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

The Feasibility Study prepared by Curran-McLeod was presented to the board for review and approval. Michelle provided a written overview of the study, but suggested that everyone take the

time to read it. Ed will forward the study to the state for approval and Michelle will forward the study to Hampton for their review and comments.

**DRC / Maintenance Report:**

Dan gave the maintenance report. The report is attached and made part of the permanent record. As part of his report, Dan indicated that we need to complete the pole building (siding and doors). Jim made a **Motion** to complete the construction of the pole building. Gayle seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

**Old Business:**

None.

**New Business:**

An executive meeting was held prior to the Board meeting pursuant to ORS 192.660(2)(i). Michelle discussed Matt's review and Jim discussed Michelle's. Lauren made a **Motion** to approve a nine (9%) percent wage increase for Michelle. Gayle seconded the motion. **Vote:** Unanimous in favor; **Motion carried.** Lauren also made a **Motion** to approve a two (2%) percent wage increase for Matt. Rodney seconded the motion. **Vote:** Unanimous in favor; **Motion carried.** Lauren made a **Motion** to provide all employees with a four (4%) percent cost of living increase. Gayle seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

**Public Comment:**

Carole Trotter was in attendance and had some questions about the upcoming elections and its process.

There being no further business the meeting adjourned at 7:35 p.m.

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James Purdy, President

Respectfully submitted:

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Lauren Harms, Secretary