



Wickiup Water District

Special Meeting Summary Date: Monday, August 17, 2026

Call to Order by Board President Gary Heilmann Time: 6:04 PM (approx. 45 min duration)

Board Members Present

- Gary Heilmann
- Laura Germond
- Ole Gifford
- Casey Wray

Staff Present:

- Matt Stunkard
- Shane Maher

Others Present:

Vince Rusonivich, Kathren Rusonivich, Adam Brown, Niina Maher, Michelle Finn, Dan Finn, Kaitlin Brown, Casey Onsgard, Tim Killion, Roger Maki, Ben Barlett, Bethany McDonald, Jessica McDonald, Collin Stelzig, Duane Clayton, Jason Denning.

Key Decisions & Approved Motions

1. Simonson Road Water Meters & Extension Policy

- **Meter Approvals Paused for Fire Flow:** Meter applications for Mr. Clayton and Mr. Denning are paused pending formal written confirmation from the Fire Marshal verifying adequate fire flow and pressure to support the properties without compromising district infrastructure.
- **Main Line Extension Policy Review:** The Board noted ambiguity in current rules regarding subdivisions versus partial partitions and line extensions (lot line to lot line). The policy will be formally revisited before issuing new meter approvals.

2. Payroll Overpayment Recovery & Legal Review

- **Background:** Two district employees received significant payroll overpayments in April 2026 (several thousand dollars). The District Manager had set up an unauthorized 4-to-7-year repayment schedule without prior Board knowledge or approval.
- **Motion Passed:**

- Authorized consulting legal counsel and obtaining a written legal opinion regarding the Board's rights and duties on recovery.
- Directed documentation of all payroll overpayment costs (wages, federal/state/FICA withholdings, benefit impacts, repayment terms, and processing fees) to be submitted in writing by the **September 8, 2026** meeting.
- Authorized engaging **HR Answers** to assist in reviewing and interpreting the payroll records.

3. Insurance Stipend Audit & Documentation

- **Background:** The District Manager has been receiving an insurance stipend in lieu of health coverage since May 2022. While district policy references an individual policy rate (~\$750/year adjusted), she reportedly received a higher family rate amount citing previous verbal board approval without documentation on file.
- **Motion Passed:** Directed a complete historical accounting of all stipend payments from May 2022 to present, with records due by **September 8, 2026**. If overpayments occurred, the Board will work with legal counsel to formulate a formal repayment plan for presentation on **October 13, 2026**.

4. Employee Compensation Policy & Subcommittee

- **Background:** A total compensation study conducted by HR Answers concluded that current district wages and benefits are generous compared to comparable "two employee" public utilities.
- **Motion Passed:** Formed an Employee Compensation Subcommittee (consisting of the Board President and Board Member Laura Germond) to coordinate with HR Answers and legal counsel to present compensation alternatives at the **October 13, 2026** meeting.

5. Response to Written Public Comment

- **Motion Passed:** Authorized the Board President Gary Heilmann to work with Special Districts Association of Oregon (SDAO) and legal counsel to draft a response to an extensive August 12 patron complaint letter, to be reviewed at the **September 8, 2026** meeting.

6. Interim Maintenance Oversight & Manager Leave

- **Background:** The District Manager has commenced full-time medical leave (FMLA/OFLA).

- **Motion Passed:** Authorized the Board President Gary Heilmann and Board Member Ole Gifford to assume direct interim oversight of the maintenance department.

Community Discussion & Open Inquiries

- **Investigation Scope & Transparency:** Attendees questioned whether the payroll overpayments and stipend adjustments constituted intentional misconduct or embezzlement. The Board emphasized that its duty is fact finding and policy adherence, not conducting a formal internal criminal investigation, and that all anomalies are being turned over to **legal counsel, HR Answers, and SDAO**.
- **System Credentials & Access:** Board leadership confirmed they have requested direct administrative login credentials for all operational and payroll systems to ensure continuous oversight during the District Manager's leave.
- **Fire Marshal Requirements:** Clarified that the Fire Marshal specifically evaluates water volume, delivery pressure, and flow rates to determine whether structural additions require specific mitigations (e.g., residential fire sprinklers).
- **Application Checklist:** Board Member Ole Gifford drafted a two page procedural checklist that was distributed to Board members to review for consistency in future application handling.

Meeting Adjourned 6:46pm