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## **WICKIUP WATER DISTRICT**

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

### Monthly Board Meeting Minutes March 10, 2026

*These meeting minutes have been generated and transcribed using AI through Zoom and Fathom*

Commissioners Present: Rodney Bloom, Laura Germond, Gary Heilmann, and Tandy Sturgeon (remote)

Employees Present: Michelle Bolton and Matt Stunkard

Community Members / Guests: Dan Gaffney, Ole Gifford, Jason Denning, Michelle Finn, Niina Maher, Duane Clayton, Carla Clayton, Chris Jackson

#### **Call to Order**

The meeting was called to order at approximately 6:00 p.m. at the Wickiup Water District office. The meeting was recorded and remote participation was accommodated.

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#### **Approval of Agenda**

A motion was made and seconded to approve the agenda as presented.

**Vote:** Unanimous – Motion carried

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#### **Presentation and Reports**

##### **Board Vacancy Discussion**

- The Board discussed filling the vacancy created by the resignation of the Board President.
- A proposal was made to appoint Ole Gifford.
- Public comment raised concerns about transparency and opening the position to additional applicants.

**Motion:**

To **post the vacancy publicly and accept applications for consideration at the next meeting.**

**Vote:** Unanimous – Motion carried

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**Approval of Previous Meeting Minutes (February 10, 2026)**

Minutes were read aloud.

**Motion:**

To approve the February 10, 2026 meeting minutes as presented.

**Vote:** Unanimous – Motion carried

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**Financial Report (Treasurer’s Report)**

Cash on hand and financial summaries were presented.

**Motions:**

1. **Approve Accounts Payable** in the amount of \$40,273.63
    - Vote: Unanimous – Motion carried
  2. **Approve Payroll (March 5, 2026)** in the amount of \$9,174.49
    - Vote: Unanimous – Motion carried
  3. **Approve Debt Service Transfer** in the amount of \$6,300
    - Vote: Unanimous – Motion carried
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**Manager’s Report**

Key updates included:

- Termination of an employee due to potential nepotism concerns
- System capacity update:
  - 667 active connections
  - 36 pending connections
  - ~47 remaining available connections
- Water loss reported:
  - ~17.49% monthly
  - ~11.65% six-month average (within normal range)

- Financial review of past expenditures and reserve usage
- Discussion of rate increases and delayed revenue impacts
- Exploration of funding opportunities (RCAP, grants, Business Oregon)

**Discussion Themes:**

- Financial sustainability concerns
- Risk of insolvency if major infrastructure failure occurs
- Need to balance:
  - Growth (new meters)
  - Cost control
  - Infrastructure investment

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**Operations / Maintenance Report**

Presented by Matt Stunkard:

- System production totals (~3.9M gallons)
- Leak repairs and maintenance activities
- Ongoing infrastructure needs and risks
- Identified priority concerns:
  - Telemetry system at Slow Sand plant
  - Chlorine monitoring improvements
  - General deferred maintenance

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**Old Business**

**Budget Committee Process**

Discussion revealed uncertainty about:

- Appointment authority
- Term lengths
- Recruitment process

**Motion:**

To **table discussion** pending clarification of legal requirements.

**Vote:** Unanimous – Motion carried

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**Board Policy Manual**

Review of updated board policies was incomplete.

**Motion:**

To **table adoption** until next meeting.

**Vote:** Unanimous – Motion carried

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**New Business**

**Water Meter Applications**

Applications reviewed for:

- Jason Denny (*Denning*)
- Brandon Clayton

**Motion:**

To approve both meter applications.

**Vote:** Unanimous – Motion carried

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**Employee Benefits (Insurance Stipend Discussion)**

Discussion included:

- Current stipend (~\$2,000/month; previously ~\$2,800)
- Comparison to other organizations (\$200–\$750 typical range)
- Concern about sustainability and budget impact
- Consideration of capping the stipend

**Motion:**

To **table discussion** and revisit with additional information at next meeting.

**Vote:** Unanimous – Motion carried

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**Audit / CPA Services**

- Discussion of current auditor (Isler/Paul Nielsen)

- Status of 2022 audit unclear
- Proposal from alternate firm (RAS) introduced

**Motion:**

To **table discussion** pending clarification of:

- Current audit status
- Payments made
- Timeline for completion

**Vote:** Unanimous – Motion carried

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**Public Comment**

Public comments included:

- Concerns about:
    - High insurance stipend levels
    - Financial transparency
    - Missing or incomplete meeting minutes
    - Lack of posted records
  - Recommendations:
    - Continue audits for accountability
    - Improve meeting structure and adherence to agenda
    - Ensure compliance with public meetings law
  - Board acknowledged need to:
    - Improve meeting organization
    - Standardize public comment process
    - Improve documentation practices
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**Additional Discussion Items**

- Use of recording tools (Zoom/Fathom) for accurate minutes
- Clarification that:
  - Secretary ensures minutes but may delegate drafting

- Need to formally elect board officers
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### **Adjournment**

**Motion to adjourn** was made and approved.  
Meeting adjourned at approximately 7:45 p.m.

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