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## **WICKIUP WATER DISTRICT**

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Regular Board Meeting  
December 11, 2019

Commissioners Present: Ron Lake, Ole Gifford, and Murray Stanley

Commissioners Absent: Jennifer Bunch and Debbie Pike

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

Patrons & Visitors: Ray West

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President of the Board, Ron Lake, called the meeting to order at approximately 6:28 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 except for Felix's last name having to be corrected. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

### **Financial Report:**

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** was made by Murray to pay to the bills as presented; Ron seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

### **Old Business:**

Updated forms: The Board is still reviewing the updated forms as presented. Ole provided some changes to the Rules & Regulations.

Documents were signed for US Bank updating signers.

**Maintenance Report:**

Dan presented the maintenance report, including water produced, new installs, and monthly maintenance projects. Dan explained that an OSHA consultant had been on location to discuss risk management and compliance. The consultant's report should be received before the next board meeting.

**New Business:**

Michelle informed that the board that special districts will be having their annual conference in Seaside in February and she will be attending a portion of the conference.

It was also discussed that the current billing program, WaterWorks, does not meet the district's needs concerning billing and accounting. A Motion was made by Ron and seconded by Ole to engage American Business Software, a utility billing company out of Albany, Oregon, which will incorporate accounts receivable, accounts payable, budgeting, meter reads, and billing all in one program for a monthly fee less than WaterWorks. **Vote:** Unanimous in favor; **Motion carried.**

There was a discussion and bid presented regarding purchasing a new work truck. A 2020 Ford Ranger extended cab. Ole is going to get a bid from Landmark Ford

**Public Comment:**

Mr. West suggested that the Board look into changing banks and hiring a new attorney. The Board thanked him for his input.

Being no further comments, the meeting was adjourned at 7:20 p.m.

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Ronald Lake, President

Date