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WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Monthly Board Meeting
September 9, 2020

Commissioners Present: Jennifer Bunch, Ole Gifford, and Murray Stanley

Commissioners Absent: Ron Lake and Debbie Pike

Employees Present: Michelle Bolton and Felix Martinez

The monthly board meeting of Wickiup Water District was called to order at 6:31 p.m. at the District office.

Review and Approve Previous Meeting's Minutes:

The Board read over last month's minutes. Ole made a **Motion** to approve the minutes as written. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Financial Report:

Jennifer 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 Jennifer to pay to the bills as presented, except for Curran McLeod's charges for the seismic evaluation. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

The Board discussed opening an account through the Local Government Investment Pool for deposits from the debt service account and payment to Business Oregon for the two outstanding loans. Ole made a **Motion** to proceed with opening the account. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

New Business:

There was an application for services received from Matthew and Sara Steinman for Parcel 20993 KC Creek. Jennifer excused herself from discussions. It was determined a bore was not needed and the Board directed Michelle to send an approval letter to Mr. and Mrs. Steinman.

Ole discussed the need of updating the District's standards concerning new services and updating old services, specifically providing one-inch service lines and $\frac{3}{4}$ " meters. Ole will provide new language for the update.

Maintenance Report:

Ole presented the maintenance report. He noted he would like to talk to Dan about the four-inch meter installed at the school. He wants to make sure it is inspected and tested so that the District does not lose revenue.

Public Comment:

None.

The regular meeting as adjourned at 7:10 p.m. for an executive secession and reconvened at 7:21 p.m.

Executive Seccession:

The Board met concerning Michelle's job performance as interim district manager for the last six months. Jennifer made a **Motion** to change Michelle's title to District Manager and to increase her hourly wage to \$24.00 per hour retroactive to March 17, 2020. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.** The Board mentioned they would like Michelle to get some supervisor and conflict resolution training. Ole also mentioned that all employees need to get their flagger training.

There being no further business the meeting adjourned at 7:23 p.m.
