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## WICKIUP WATER DISTRICT

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

### Monthly Board Meeting June 11, 2026

#### CALL TO ORDER

Acting President Ole Gifford called the meeting to order at 6:06 p.m. President Rodney Bloom was unable to preside due to illness and turned the meeting over to Acting President Ole.

#### ROLL CALL

Board Members Present:

- Ole Gifford
- Rodney Bloom
- Gary Heilmann
- Laura Germond

Staff Present:

- Michelle Bolton, District Manager
- Matt Phillips, Water Distribution Supervisor

Others Present: Several members of the public.

#### PUBLIC COMMENT

Dan Gaffney encouraged the Board to adopt a conservative budget due to economic conditions and potential impacts on customer payments and water supply. He also recommended that correspondence be included as a regular agenda item and expressed concern that the Board did not discuss the financial report during the previous meeting.

#### CONSENT AGENDA

Board members requested that Items 3.6, 3.7, and 3.8 relating to monthly financial summaries, disbursements, and bank statements be removed from the Consent Agenda for separate discussion.

**Motion:** Approve Consent Agenda Items 3.1 through 3.5.

**Motion carried unanimously.**

## TREASURER'S REPORT

The Board reviewed cash balances totaling approximately \$221,337.59.

Accounts payable totaled \$16,047.87.

Major expenditures included:

- Cascade Columbia Distribution – chemicals
- Pacific Power
- Recology
- SAIF Corporation
- Special Districts Insurance Services
- Streamline website services
- Fuel expenses

**Motion:** Approve accounts payable in the amount of \$16,047.87.

**Motion carried unanimously.**

Payroll for June 5, 2026, totaled \$10,054.46.

**Motion:** Approve payroll in the amount of \$10,054.46.

**Motion carried unanimously.**

Debt service transfer in the amount of \$6,300 was presented.

**Motion:** Approve debt service transfer of \$6,300.

**Motion carried unanimously.**

## METER INSTALLATION

The Board considered a request from Bob Brockey regarding installation of a meter at 42334 Hillcrest Loop Road.

**Motion:** Authorize installation of a meter for Bob Brockey at 42334 Hillcrest Loop Road.

**Motion carried unanimously.**

## PUBLIC RECORDS REQUESTS

The Board discussed fee waiver requests and associated costs of producing records. Staff estimated several hours had already been spent gathering records.

Following discussion, the Board agreed that costs should be determined before considering fee waivers.

**Motion:** Table fee waiver request until staff can provide a definitive estimate of costs.

**Motion carried unanimously.**

## SERVICE REQUEST DISCUSSION

The Board discussed requests for additional services and engineering concerns regarding capacity on Simonsen. Staff and the District's engineer indicated that existing infrastructure limitations and fire flow requirements restrict the addition of new services without improvements.

The Board discussed possible alternatives involving connection through Hillcrest or Lucy Lane and the need for easements from neighboring properties.

No action was taken.

## RESOLUTION 2026-004

### RE-ALLOCATING EXISTING APPROPRIATIONS

Staff recommended transferring:

- \$10,000 from Capital Outlay to Personnel Services.
- \$10,000 from Capital Outlay to Materials and Supplies.

**Motion:** Adopt Resolution No. 2026-004 reallocating existing appropriations.

**Motion carried unanimously.**

## RESOLUTION 2026-005

### ADOPTION OF FY 2026-2027 BUDGET

The Board reviewed the budget approved by the Budget Committee.

**Motion:** Adopt Resolution No. 2026-005 adopting the Fiscal Year 2026-2027 Budget in the amount of \$1,158,068 and making appropriations as presented. Ole, Gary, and Rodney Yay. Laura Nay.

**Motion carried unanimously.**

## LEGAL COUNSEL

District legal counsel notified the District of a change in law firms.

**Motion:** Designate Eileen Eakins of Cable Huston, LLP as District legal counsel.

**Motion carried unanimously.**

## EMPLOYEE COMPENSATION STUDY

The Board discussed the need for a compensation study and information provided by HR Answers.

**Motion:** Retain HR Answers to conduct a compensation study for the District.

**Motion carried unanimously.**

## DISTRICT MANAGER'S REPORT

The District Manager reported:

- Requests for proposals had been sent to numerous auditing firms. One response had been received.

- The District received additional notices from the Secretary of State regarding prior audits.
- Verdantes Engineering is prepared to assist with unfinished projects previously assigned to Civil West.
- Engineering assistance will be needed to pursue grants and future capital projects.
- The District Manager submitted documentation for Oregon Paid Leave and proposed a reduced work schedule during medical leave.

Board members discussed office coverage and the possible need for temporary assistance.

No formal action was taken.

## ADJOURNMENT

There being no further business, the meeting was adjourned.

Minutes generated by AI