



Serving the Svensen Community since 1938

WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Regular Board Meeting
February 12, 2020

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

Commissioners Absent: Debbie Pike

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

Patrons & Visitors: Richard Boettcher, Ray West, Gene Hancock, and Sally Hancock

Ole Gifford called the meeting to order at approximately 6:32 pm at the District's office in Svensen.

Review and Approve Previous Meeting's Minutes:

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

Financial Report:

Ole 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 Kinney & Sons. Need to confirm what payments have or have not been made to Kinney & Sons so we can make our account with them paid in full and current; Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

New Business:

Two new applications for service were presented. The first, Pat Solum and Aaron Zweber are requesting service for a single-family residence on Ogier Lane. Brooks Caldwell also applied for new service off of Hillcrest Loop. Jennifer made a **Motion** to approve both applications. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

The District received a forgivable grant from Oregon Business Development Department in the amount of \$20,000.00 for the completion of the Water Master Plan Risk Assessment. Jennifer made a **Motion** to retain Curran-McLeod to complete the seismic risk assessment. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Two employee's annual reviews were conducted in executive session prior to the regular board meeting. Jennifer read comments from Michelle's evaluation and Ole read comments from Dan's evaluation. Murray made a **Motion** that Michelle receive a \$1.00 per hour wage increase beginning February 26, 2020; and Dan receive a \$.50 per hour wage increase retroactive to January 1, 2020. Jennifer seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Maintenance Report:

Dan presented the maintenance report, including water produced, new installs, work orders, and monthly maintenance projects. Felix talked about having a drone operator located on Ackerstedt provide 3D images of the creeks and tanks. The Board asked him to put together some cost figures and to report back with costs and when the next tank inspection is due.

Old Business:

Updated forms: The Board is still reviewing the updated forms as presented. It is anticipated the updated forms will be approved and adopted at the next board meeting so we can apply for the remaining loan funds from Business Oregon.

Public Comment:

Gene and Sally Hancock advised that they had a leak, which they found and repaired, after receiving a high water bill. They asked the Board to combine their January and March 1 billing and consider a leak adjustment. The Board indicated they would.

Being no further comments, the meeting was adjourned at 7:13 p.m.

Ole Gifford, President Pro-Tem Date