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WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Monthly Board Meeting / Budget Meeting
June 10, 2020

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

Commissioners Absent: Debbie Pike

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

Patrons & Visitors: Curtis Peugh

The monthly board meeting and final budget hearing meeting of Wickiup Water District was called to order at approximately 5:45 pm at the Senior Center adjacent to 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:

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 Ole to pay to the bills as presented. Jennifer seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Budget Hearing:

The Board again received the budget message and reviewed the 2020-2021 budget as approved by the budget committee. Jennifer made a **Motion** to approve the 2020-2021 budget in the amount of \$1,315,904.00. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

The Board reviewed the recommendation of the budget committee regarding going to a monthly tiered billing instead of bi-monthly. The proposed recommendation would establish monthly water

service at \$42.50 for the first 6,000 gallons (Tier 1) per month for meters smaller than 2"; 6,001 to 8,000 gallons would be an additional .008 per gallon (Tier 2); 8,001 to 10,000 would be .009 per gallon (Tier 3); and Tier 4 would charge anything over 10,000 gallons .011. For meters larger than 2" the monthly access and demand charge would be \$45.50 for the first 8,000 registered through the meter. 8,001 to 12,000 would be charged .009 per gallon (Tier 2); 12,001 to 16,000 is .010 (Tier 3) and any usage over 16,001 would be charged an additional .012 per gallon (Tier 4). Jennifer made a **Motion** to approve the proposed rate change. Ron seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

New Business:

The Board reviewed the engagement letter from WWC Business Solutions regarding completing the fiscal year end process. A copy of the letter is attached hereto. Jennifer made a **Motion** to approve the engagement letter. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

The Board discussed engaging Gretchen Allen as the District's local accountant to oversee monthly reconciliations and provide year-end audit assistance. It was the opinion of the Board that service is not needed at this time.

The Board reviewed the upcoming insurance/benefits renewal. Jennifer made a **Motion** to approve:

1. A 75/25 split for health insurance and upgrading to the Blue PPO II-A plan;
2. The District providing dental insurance for employees also at a 75/25 split; and
3. Providing life insurance in the amount of \$50,000 to each employee regardless of whether the employee participates in health and/or dental insurance programs. Said policy to be paid in full by the District.

Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Ole discussed time and project tracking for the maintenance department and presented new time sheets to help with tracking. He stated that with the implementation of the new time sheets there would no longer be a need to fill out the logbook in the office every day. Ole made a **Motion** to implement the new time sheets starting July 1, 2020. Ron 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.

Public Comment:

None

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