Wickiup Water District

Special Meeting Summary Date: Tuesday September 1, 2026

Call to Order by Board President Gary Heilmann Time: 6:01 PM

(Board stepped out to convene Executive Sesson)

Support Present: Consultants and legal counsel were noted as being in attendance via Zoom.

Board Members Present

- Gary Heilmann
- Laura Germond
- Ole Gifford
- Casey Wray

Others Present:

Adam Brown, Niina Maher, Michelle Finn, Kaitlin Brown, Chris Jackson

Key Proceedings

- **Public Comment:** The chair noted that per rules for special meetings, there is no public comment period.
- **Executive Session Motion:** The commission voted to adjourn the open meeting and move into an executive session next door pursuant to:
    - **ORS 192.660(2)(b):** To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent who does not request an open hearing.
    - **ORS 192.660(2)(f):** To consider information or records exempt by law from public inspection.
- **Adjournment / Recess:** Attendees were invited to wait in the main room or their cars while the commission conducts the executive session, with the open meeting slated to reconvene afterward.

Special Meeting reconvene at 7:52 pm

Motions & Board Actions

1. **Administrative Leave:** Approved placing Michelle Boulton on paid administrative leave pending an investigation into identified anomalies, in order to safeguard district records and systems. *(Motion passed unanimously)*
2. **Supervisory Appointment:** Approved appointing the Board Chair/speaker as Michelle's day-to-day supervisor during the administrative leave period to receive weekly timecards, manage work assignments, and coordinate leave, payroll, and benefits. *(Motion passed unanimously)*
3. **HR Investigation Engagement:** Approved contracting third-party HR consultant **HR Answers** to interview Michelle regarding matters of concern to the Board and prepare a formal findings report regarding potential legal or policy violations. *(Motion passed unanimously)*
4. **Forensic Financial Investigation & Committee Formation:** Approved hiring an external firm to perform an independent forensic audit/investigation of district finances. Formed a subcommittee consisting of **Laura** and **Casey** to vet potential forensic firms and oversee the engagement. *(Motion passed unanimously)*
5. **Temporary Office Staffing:** Approved posting a job listing across the website and community channels for a part-time office clerk at a pay rate of **$25.00/hour** to handle standard daily office operations. *(Motion passed unanimously)*
6. **Interim Office Oversight:** Approved designating co-authorization and oversight of general office operations to Board members **Laura** and **Casey**. *(Motion passed unanimously)*

Meeting adjourned at 8:00 PM.

DRAFT