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WICKIUP WATER DISTRICT

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

Regular Board Meeting Minutes

Date: September 8, 2026

Call to Order: 6:03 PM

Adjournment: 6:51 PM

Attendance & Roll Call

- **Board Members Present:** Gary Heilmann, Ole Gifford, Laura Germond, Casey Wray
- **Board Members Absent:** Rodney Bloom

Others Present:

Sheena Killion, Tim Killion, Dan Gaffney, Ben Bartlett, Kathren Rusinovich, Niina Maher, Jason Denning, Duane Clayton, Michelle Finn, Kaitlin Brown, Chris Jackson, Adam Brown

Public Comments

- **Jason Denning:** Submitted a written statement regarding delayed water meter applications filed in March for two parcels. Noted that after 5.5 months of varying justifications (fire flow/hydrant requirements, main capacity, master plan figures, and an unrecorded 2009 policy manual), the board has not produced engineering calculations to substantiate denial. Requested the board approve and install the meters under the rules existing when filed in March without applying retroactive interpretations.
- **Duane Clayton:** Inquired regarding fire flow requirements after contacting Fire Marshal Curt Donaldson, who indicated he had not previously addressed or required specific fire flow figures for the site.
- **Concerned Ratepayer Michelle Finn:** Read a formal email addressed to the board voicing concerns over district financial management, overdue audits, unauthorized stipends, PTO/overtime oversight, and board accountability regarding Office Manager Michelle Bolton and Board Member Rodney Bloom. Recommended formal investigation, repayment of improper funds, termination review, and public transparency.

Treasurer's Report

- **Account Balances (as of 08/31/2026):**
  - MAPS Money Market: $33,215.54
  - MAPS Main Checking: $19,139.88
  - Oregon State Treasury (LGIP) Savings: $78,961.12
  - Oregon State Treasury (LGIP) Debt Service: $103,448.98
  - System Development Account: $60,691.19
- **Accounts Payable:**

  Current bills totaling **$24,691.71** presented for approval, including:

  - Amazon (phone case): $26.99
  - American Business Software (billing software): $105.40
  - Speedpay/ACI Payments fee: $17.00
  - Cascade Columbia Distribution (chemicals): $4,356.40
  - CCleaner (PC cleaner auto-subscription): $14.28
  - Core & Main (supplies & returns): $381.39 (offset by $292.44 credit)
  - Postage & Mailing: $507.00
  - Google Workspace: $56.08
  - HR Answers (benefit review): $352.50
  - Home Depot: ($121.68 credit balance)
  - John Deere Tractor (annual payment, due Oct 31): $12,401.06
  - Kinney & Sons (Brockey's install): $1,880.00
  - Napa Auto Parts: Statement billing on file; awaiting itemized invoices
  - Pacific Automation (printer lease/equipment): $396.95
  - Recology (dumpster): $141.27
  - Special Districts (health/dental/life insurance): $3,551.00
  - Spectrum (cell/internet): $162.11
  - Wilcox & Flegel (fuel): $603.34
  - Zoom (monthly subscription): $16.99
- **Board Action:** Motion made by Gary Heilmann to pay the bills as presented; seconded by Oly Gifford. **Motion carried unanimously.**

Operator's & Maintenance Report

- **Water Production (August 2026):**
  - Slow Sand Plant: 3,028,801 gallons
  - Little Creek: 3,952,500 gallons
  - **Total Production:** 6,981,301 gallons
- **Field Operations & Maintenance:**

- Walked the Slow Sand supply line; continued operator training on filter mechanics.
- Completed three locates and one new meter install on Hillcrest.
- Serviced brakes on the district service truck.
- Replaced a failed air relief valve on Keller. The repair required a 3-hour main shutdown, line flushing, and a temporary boil water notice due to pressure dropping below 20 PSI. Follow-up coliform samples cleared and boil notice was rescinded.
- Passed standard monthly state bacteriological compliance testing.
- Received chemical deliveries (chlorine, soda ash, polyaluminum chloride) at Little Creek; backwash pond cleared by Kinney & Sons.
- Installed weir boards at the Little Creek dam to increase raw water retention and manage water temperature.

Old Business

- **Denning Lane Meters:** Board discussed fire flow and capacity requirements. Gary Highland indicated he will follow up directly with Fire Marshal Donaldson and district engineering to verify source capacity, pressure, and fire flow records in an effort to reach resolution.
- **Response to Patron Letter (Michelle Bolton Matters):** Chair Gary Heillmann drafted a formal board response (dated August 25) to patron correspondence. The board confirmed the matter is under active independent review/investigation with legal representation; findings will be addressed once finalized.

New Business

- **Secretary Board Officer Appointment:**
  - Gary Heilmann nominated Casey Wray to serve as Board Secretary.
  - **Action:** Gary Heilmann moved to appoint Casey Wray as Board Secretary; seconded by Oly Gifford. **Motion carried unanimously.**
- **Temporary Office Clerk Position:**
  - District Manager remains on leave. The district approved advertising a part-time Temporary Office Clerk position (25 hours/week at $25.00/hour). Notice to be posted following final approval.
- **Office & Maintenance Oversight Delegation:**
  - Gary Heilmann and Oly Gifford will oversee District Maintenance.
  - Laura Germond and Casey Wray will oversee Office Operations.
- **Bank Signers & Check Procedures:**
  - Board discussed transitioning from auto-pay utility accounts to paper checks requiring two board signatures to tighten internal controls.

- Adding an additional authorized check signer to district accounts (MAPS and Columbia) will be placed on the next meeting agenda.

- **Payroll Adjustment:**
  - A 1-hour calculation discrepancy on the maintenance time sheet was noted and will be adjusted on the next pay period.
- **Office Logistics & Community Center:**
  - Board members discussed establishing regular public office hours once staffing stabilizes, rebuilding the district Facebook presence, obtaining website access, and reviewing rental agreements for the community center building (including the food program and martial arts classes).

Adjournment

Signed By
President Gary Heilmann

Signed By
V.P. Ole Gifford