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WICKIUP WATER DISTRICT

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

Special Board Meeting Minutes

Date: September 28
Call to Order: 6:07 PM by Gary Heilmann

1. Attendance & Roll Call

- **Board Members Present:** Laura Germond, Casey Wray, Rodney Bloom, Ole Gifford, Gary Heilmann.
- **Quorum:** Established.
- **Session Structure:** The Board considered entering executive session for the interviews, but agreed to remain in regular open session.

2. Purpose of Meeting

To conduct candidate interviews for the temporary Office Administration Assistant position.

3. Candidate Interviews

- **Jessica Yates (In-Person)**
  - **Experience & Software:** 20 years in accounting/administrative roles. Spent 16 years as senior fish admin accountant at Bornstein Seafoods handling boat settlements, charges, state database entry, reconciliations, and general ledger work using proprietary software. Has used QuickBooks for the past ~2 years in her role with Casey.
  - **Key Discussion Points:** Demonstrated strong initiative, independence, and calm problem-solving under pressure. Confirmed comfortable managing 25–30 hours/week, billing tasks, and tracking temp payroll. Emphasized uncompromising ethical standards.

- **Cassie Wall (Phone Interview)**
  - **Experience & Software:** Extensive administrative background managing church office operations since ~2014 (including QuickBooks, Microsoft 365, Church Center/Planning Center, digitizing workflows, and handling bookkeeping/contributions). Runs QuickBooks for her own business.
  - **Key Discussion Points:** Strong organizational skillset (self-described Type-A personality). Noted availability of approximately 25 hours per week. Disclosed that she is expecting a baby in February, homeschools her children, and views the role primarily as temporary part-time without immediate plans to commit long-term.

- **Diana Brunes (In-Person)**
  - **Experience & Software:** Previous office management experience in medical practices and Alice Salons. Worked with Microsoft Office (reports, forms) and QuickBooks (payables, receivables, data entry, payroll). Noted she has been out of the workforce for roughly 12 years and is on a fixed income.
  - **Key Discussion Points:** Customer-focused with experience de-escalating upset individuals. Clarified position details regarding part-time hours, water billing procedures, and handling public inquiries.

- **Valerie Purdy (In-Person)**
  - **Experience & Software:** Extensive background in law firms and Kaiser Permanente (Quality Assurance Specialist leading a 10-person transcription auditing team). Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint). Currently working on QuickBooks certification on her own time; no direct prior payroll or bookkeeping experience.
  - **Key Discussion Points:** Emphasized strict confidentiality, integrity, de-escalation skills, and quality control. Prefers part-time hours.

4. Board Discussion & Evaluation

- **General Discussion:** While all candidates presented strong qualities, the Board weighed immediate system readiness against the District's long-term operational needs.
- **Candidate Considerations:**
  - *Valerie Purdy & Diana:* Diana has been out of the workforce for 12 years, and Valerie lacks hands-on QuickBooks, payroll, and billing experience.
  - *Cassie Wall:* Commended for high energy, organization, and communication, but board members expressed concern regarding her availability, family priorities, and lack of interest in transitioning beyond temporary status if the District requires continuity.
  - *Jessica Yates:* Recognized for extensive accounting background, immediate proficiency with software systems, established working dynamic, analytical ability, and high likelihood of long-term retention if the position becomes permanent.

5. Official Action

- **Motion:** Gary Heilmann moved to hire **Jessica Yates** for the temporary Office Administration Assistant position at a rate of **$25.00 per hour**.
- **Second:** Casey Wray seconded the motion.
- **Vote:** Unanimous in favor (Ayes: All; Nays: None).
- **Result:** Motion carried.

6. Adjournment & Next Steps

- Board to coordinate candidate notification and issue formal appreciation letters/notes to remaining applicants.
- All interview notes collected for the record

Signed By
President Gary Heilmann

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Signed By
V.P. Ole Gifford

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