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WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103

503/458-6555

Monthly Board Meeting February 10, 2021

Commissioners Present: Ole Gifford, Murray Stanley, and Gayle Leino

Commissioners Absent: excused – Ron Lake; unexcused -- Debbie Pike

Employees Present: Dan Waterbury and Michelle Bolton

Guests: None

The monthly board meeting of Wickiup Water District was called to order at 6:30 p.m. at the District office. Ole administered the oath of office to Gayle Leino as commissioner position number 1.

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

Old Business:

Curran McLeod has been working on an updated capacity report for the district. Their previous report was completed in 2017 and based on numbers from 2006 – 2014. In their conclusions they stated that the district could serve up to 300 more connections, but it was recommended that no more than 100 connections be added until the capacity could once again be reviewed. The recommendation was based on 615 connections. In November 2020, it was determined that the district has 650 active meters and approximately 25 inactive. With the building taking place on Ivy Station Rd, Ogier Lane, Solum Lane, and Lahti Lane an updated capacity report is needed. Ed advised via telephone that his analysis concluded that 800 connections is the district max until a new / additional water source is found. He indicated that he would be presenting his findings at an upcoming board meeting.

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New Business:

The Board reviewed an application for new service from Kelly Chernault for new construction at 40613 Solum Lane. Murray made a **Motion** to approve the application. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

The Board had previously been given job descriptions for the positions of Utility Worker 1 and Water Treatment and Distribution Supervisor to review. Those job descriptions will be incorporated into the Personnel Manual. Murray made a **Motion** to approve the job descriptions as written. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Michelle presented a Resolution and Designation of Registered Agent prepared by attorney Eileen Eakins changing the registered agent for the district from Debbie Pike to Eileen Eakins. Gayle made a **Motion** to approve the resolution and designation as written. Ole seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Dan had his performance evaluation last month. Ole summarized the evaluation and made a **Motion** to increase Dan's hourly wage to \$27.95 retroactive to January 1, 2021. Gayle seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

The Board reviewed Michelle's performance evaluation prepared by Ron. Ole made a **Motion** to increase Michelle's hourly wage to \$25.75 retroactive to February 1, 2021. Murray seconded the motion. **Vote:** Unanimous in favor; **Motion carried.**

Maintenance Report:

Dan presented the maintenance report with updates since the last board meeting. A copy of the report is attached hereto and incorporated herein by reference.

Public Comment:

None.

There being no further business the meeting adjourned at 7:30 p.m.

Ole Gifford, Vice President