



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM SEPTEMBER 25, 2023

Board Members Present: Vanessa West, Art Donnelly, Julie Doran-Lee, Nancy Pettibon and Sharon Kelly

Others Present: ShirleyMarie Raven, Jordan Walker

Meeting opened at 6:00

Minutes

West said that the minutes on the agenda would be tabled to the next regular board meeting.

Slide Risk Above Water Treatment Plant

West updated the board on the engineer's visit to the treatment facility. She said the engineer did a walkthrough but did not do any testing. She spoke with him later and he said that he did not think he would be preparing a report, but he would not charge the district either. He said there was not much he could propose in the way of engineering to reduce risk.

West discussed the alternative sources of water for the district in the event the plant is taken out by a slide. The district has water rights for the Siuslaw River and Walker Creek. However, both of those sources would still require the existing plant as the district does not own property near Walker Creek or the Siuslaw beyond the property the plant sits on. Another possibility is using the Mapleton School District well for a filling station. She was told that they plan on installing a filter though it is not necessary as the only issue is the high iron content.

West said that the school is also another possible long-term source for water. Wells could be drilled in the area near the football field. She discussed this briefly with the school district's head of maintenance. The superintendent would be the principal decision maker but she has expressed interest in using the school as a community hub for emergencies. The school would probably lease the land needed for a nominal fee. Pettibon said that the cost of drilling several wells would be relatively cheap compared to fixing the problems at the present location. Doran-Lee asked if the higher iron content would affect the functioning of the new skid. West said she did not think it would. The board discussed the pool and property near the pool. Raven asked if this would be a back up or a primary water source. Doran-Lee said that given the uncertain stability of the current location it would be the primary water source. Duval told West that he had a spot he was thinking might work for the district.

Doran-Lee asked if there was infrastructure in place to actually connect the school property to the system. West said that the school's connection is behind the bus barn, but the district would need an engineer to come up with a plan. Raven asked if the money used for the existing skid would be lost if the district went this route. West said that the skid has already been built, so not entirely. The costs of reengineering the building would, but the district still has grant funds available. Doran-Lee said that the money that was spent on engineering for the Berkshire site would be lost. West said that this is just one idea.

Donnelly said that they had a meeting with Kevin Shreeve with Civil West earlier in the day. Shreeve said that one option said that they put a hold on the bidding process until we have a feasibility study, with the costs and benefits of the current location and a possible alternate location. That pause would stop the bleeding of cash to some extent. Donnelly said that we are not going to get the new plant before the



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end of the year. Doran-Lee said that they have sent the specs to the OHA for review. On October 26th they have a test run of the skid for the factory acceptance test which Preston will virtually attend. Doran-Lee said that the timeline given by Preston entails the contractors being on site by mid-February. Deb at Filtertech is requesting the district do something about storing the skid in a climate controlled environment. A crane has to be rented to move it.

Pettibon asked if it has to be in a climate controlled environment, will it work in our current building. Donnelly explained that much of the cost of the new plant is to alter the building to accommodate the new skid. West said that she was going to try to meet with Randy the following day to see the site he was proposing. Donnelly said that we would need board approval to have Civil West conduct a feasibility study which my, in the end, suggest staying with what the district has already planned. Doran-Lee clarified that the feasibility study will include a geo engineer. West said that it would as a subcontractor for Civil West.

Motion: Authorize contracting with Civil West to provide a feasibility study.

Motion made by Doran-Lee, seconded by Pettibon. Approved unanimously.

West asked for another motion to place the new plant/skid process on hold for bidding pending a feasibility study. Donnelly mentioned the possibility of a peer review of West Yost's work by another engineering firm.

Motion: Authorize Vanessa West to place the new plant process on hold.

Motion made by Kelly, seconded by Donnelly. Approved unanimously.

Raven asked if there was a possibility to sell property, if the district did decide to move operations to school property, to generate revenue. West said that the property the plant currently sits on is not very valuable. It is really more of a liability, plus it is zoned for public use.

West said that she and Donnelly will be working on getting the feasibility study done. West will work with the school and Donnelly will work with the engineers.

Special District Meeting Review

Kim will be attending the next regular board meeting to review the site visit report. West asked the board to familiarize themselves with its contents. Pettibon said she spoke with Troy DeYoung with SDAO who referred her to SDAO's HR department. The HR department just sent her the same stuff it sent Walker earlier in the year. No one really wants to talk which frustrated her.

Pettibon also discussed the Best Practices Survey and said that it is kind of vague. Doran-Lee said that she is working on some of the items included in the best practices survey. She is scheduled to complete some of it the following day with RCAC. Donnelly asked if the next meeting could be a working meeting where the board actually completes the survey. Pettibon said that she thought it needs to be a joint effort because the relevant knowledge is dispersed among the group.



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West said that we can work on other projects while the new plant is coming in because there will be a lot of time between the related activities. Kelly asked about the leak in the water tank that needs to be repaired. Donnelly said that it is something Rochon can complete, but he needs a second person for safety.

West discussed the status of the current rental skid. She asked Rochon to see about getting replacement parts to be prepared for unanticipated downtime. She said that the skid had been down over the weekend and Rochon and Hughes were working on getting it going again.

Donnelly asked if Rochon had done any research on the skid Three Rivers Casino is offering to replace the rental skid. Doran-Lee said that Rochon told her that the skid had the capacity to provide water for the entire district by itself. Donnelly discussed some possible storage sites for the casino's skid. Doran-Lee asked what needs to be done to get the process started on getting the Casino's skid. West asked Doran-Lee to begin looking into the process and said Rochon would be the best person to start with in terms of obtaining relevant contact information.

Change to Service Meter Fee

West reviewed the options presented in Walker's staff report. She said she liked option two, which would cover the additional expenses incurred by the district but said that there are additional costs yet to be determined and thought the eight dollar increase would be too low. The district does not have enough money to cover the new skid. The amount of money required would come to about \$12.50 to pay for a loan to complete the project. West said that we need to prove that the district can pay the loan back before the district applies for the loan. West said that she was frustrated that the district needed to break out the streetlight fee because it is a passthrough from the PUD rather than a charge for service provided by the district itself. She said that she also wants to change the "meter fee" to a "service fee". She said that in speaking with an engineer she was told that the district would need to raise the fee by closer to thirty dollars. Her response was that increasing the fee that much would be too hard for members of the community in poverty and on fixed incomes. Donnelly said that the district needs to rip the bandaid off even though its going to hurt. Members of the board discussed possible services ranging from \$32 to \$35 per month. West said that, in her discussions with other agencies as a member of the grant committee, representatives of grant-making entities all say the rates need to be increased. Donnelly said he has heard the same thing. West said her upper limit would be \$34 as she did not want more than double the fee. Kelly asked if it was possible to increase the rate at which consumption was charged. West said that the process of increasing that rate is much more involved and take much more time and would require a rate study. Kelly made a motion to increase the monthly fee to \$33. West said that she would prefer either \$32 or \$34. Kelly then suggested increasing the monthly fee to \$34. Doran-Lee wanted to know the number of connections that are larger than the standard $\frac{3}{4}$ ". Walker said there is one 2" connection—the school—and about 10 1" connection half of which are actually residential. Doran-Lee clarified that the resolution should increase each fee, regardless of meter size, by \$17 rather than doubling each meter fee. The board consensus that residential customers should pay the same amount regardless of meter size. Donnelly said that it would make more sense to include this change in the resolution rather than addressing it later. The board discussed further the



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circumstances under which some residential customers have 1" meters as opposed to standard ¾" meters.

Motion: Direct staff to prepare a resolution changing the "meter fee" to a "service fee", increase each service fee by \$17 and equalize the rates of all residential customers to that of a ¾" meter.

Motion made by Kelly, seconded by Doran-Lee. Approved unanimously.

Raven noted that she also favored the motion.

Committee Reports

Pettibon said that she had already said what she wanted to say regarding HR policies. She has been working on material data safety sheets. She thinks the old folder is outdated and in poor physical condition. Also, some chemicals can be disposed of because there is no use for them. The board is then discussed the proper disposal of these chemicals. Another thing she wants to do is ensure that the water treatment plant has a full first aid kit. Kelly asked if the eye washing station works and Pettibon confirmed that it does.

Donnelly said he had nothing new to report from the grant committee beyond what he reported at the last meeting.

Kelly said she spent a couple hours at the office with Walker gathering financial information and thanked him for his time.

For the operations committee report West said she has direct Rochon to order some spare parts for the skid just in case. Donnelly asked about the status of the Lakos separator. West said she did not believe it had been ordered yet but that Preston had been working on it and that H&J Construction would be taking that over for installation. She will follow up with Preston in her meeting the following day.

Scheduling Future Meetings

Walker asked if the board would like to schedule the resolution meeting for October 23rd. West said she thought the board should include it in the regular meeting agenda on October 9th following the board's work session with Anderson of the RCAC. Walker said he would include a notice in the monthly billing notifying the public of the consideration of the resolution to fulfill the public notice requirement. West said that she hoped more members of the public would attend the meeting, so they know what exactly the district is dealing with. West said that she would like the work session with Anderson to begin at 4 p.m.

Kelly mentioned the need for an executive session to discuss the pending agreement with the lead water system operator. West said that she wants to give Rochon additional time to formulate a response. Kelly suggested Monday, October 16th for an executive session. The commissioners discussed their schedules and decided to schedule an executive session for Tuesday, October 10th at 4:00 p.m.

Public Comment

Raven said she was grateful for all the time the board has put in and the progress being made.



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Adjourned at 7:55 p.m.



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Board members present: Vanessa West, Sharon Kelly, Julie Doran-Lee and Art Donnelly (by phone).

Others present: Jordan Walker

Meeting opened at 9:11 a.m.

SIP Grant

West explained that the board decided to use the RCAC to complete the rate study rather than using the SIP grant funds. West and Donnelly had been notified of a deadline approaching for changing the use of the SIP funds from the rate study to a system master plan. The deadline is due this afternoon by 2 p.m. To change it the district needed a bid for the master plan which Donnelly had already procured from Civil West engineering. West said that if the district does not apply for this change then it could reapply in March 2024 and receive the funds later next year.

In her discussion with Kevin Shreeve with Civil West he explained that a masterplan is a good investment because much of the information for future projects and grants would already be available. This would decrease the project cost and make it easier to apply for future grants. Kelly asked if the masterplan itself could be used for grants. West said that it could and that applications for smaller grants often want an applicant to have a master plan.

Doran-Lee asked for an explanation of what a masterplan entails. West explained that the plan includes an analysis of possible water sources, water rights, capacity of water treatment, water storage, the distribution system, pressure levels, and a capital improvement plan. This then would be the basis for future engineering projects.

Kelly asked about the cost of a masterplan. West said the bid total is \$86,000 which the \$20,000 SIP grant would cover partially with the remaining \$66,000 coming from the \$800,000 congressional grant for distribution. Donnelly said that in order to obtain the \$800,000 the district needs to have a masterplan.

Motion: Authorize the direction of the \$20,000 SIP grant funds towards a masterplan with the remaining funds to come from the \$800,000 congressional grant intended for distribution.

Motion made by Doran-Lee, seconded by Kelly. Approved unanimously.

West explained that she will not sign the masterplan contract until the SIP grant has been officially redirected. She said that based on the point system used for projects she is quite confident that this will be approved.

Emergency Grant

West said that she spoke with an engineer, subcontracted by West Yost, about some the precise wording that will need to be used in the grant application. For instance, the movement above the plant does not qualify as a "slide" based on the slope of the area. It is simply "ground movement". The engineer is concerned that this movement will cause problems with the asbestos cement pipe.



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Kelly asked how much this engineering report is going to cost. West said, so far, nothing. But she will be getting a bid in the future. West said that based on her discussion with USDA staff the district's situation is a very good candidate for the emergency grant regardless of the terminology used, "slide" or "ground movement". She said that the engineering study should be available by November 18th according to West Yost. Once it has been received a USDA representative will assist in applying for the grant.

Donnelly had to excuse himself from the meeting.

West estimated that the engineering report for the application will cost around \$50,000 but the grant award should be \$1 million, so it is a pretty good deal. If the district can get the emergency grant through its application rather than the regular process, it can save the district a lot of time.

West said that a geoengineer would need to go on site and some test holes would need to be dug. She was thinking that the district would just hire the Walkers for a day to assist with that. This would be a lot cheaper than if they were to use their contractor.

Kelly asked about a safety deposit box prior to adjournment. West referred her to Walker. Walker said that it appears the district did have a safety deposit box at Siuslaw Bank at one point based on bank statements, but he was unaware of the contents or location at this point. He said he did submit an unclaimed property request form for something the Oregon Treasury was holding but he was not certain what it was. West suggested that we check with Banner Bank.

Adjourned at 9:35 a.m.



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Vanessa West, Julie Doran-Lee, Art Donnelly, Sharon Kelly.

Linda Viera, Frank Roles, Mario Tovar, Kim Anderson, ShirleyMarie Raven, Carolee Howes, Lauren Hesse, Lucas Stang.

Meeting opened 6:16

Safety Meeting

Rochon was absent so the meeting was postponed.

Consent Agenda

Walker said that the actual minutes included with the consent agenda are August 14 and September 11. The other listed minutes are not included. West counted 55 checks in August. The board reviewed the expenditures listed for September. West said that she wanted to review the items listed for reimbursement from Biz Oregon for accuracy. The board reviewed the employee timecards. West said that Walker has more work than he can complete in the time allotted him on a weekly basis. She said she asked him to let her know when he needed additional hours to complete certain tasks. Raven asked if the additional tasks are something she could help with as a community member. Walker said that there were tasks that she could assist with. West said that Rochon's hours seemed high, but the last week, for instance, by mid-week he had already gone into overtime. She explained some of the issues Rochon and Hughes had been dealing with. The Fire Department assisted in cleaning the intake which seemed to help.

Motion: Approve the consent agenda excluding the minutes for September 19, 25, and October 5.

Made by West, seconded by Donnelly. Approved unanimously.

Resolution 2023-08

West explained that part of the resolution is to change the "meter fee" to a "service fee" for clarity. She also said that some residential customers had larger meters for no apparent reason. The resolution ensures that these residential customers pay the same as other residential customers.

Roles asked if all meters should have their own tap to the main. West said that should be the case. Roles then asked how the district would handle services where multiple meters are on a single tap to the main. Anderson sought to clarify Roles' situation and his responses suggested that it is not ideal. Roles said that he knows for a fact that there are four meters on a single tap at his residence. West said that there are several driveways where this is the case. Roles found this out after the district repaired a leak in the area and all four houses lost water. West explained that pressure vary depending on where they are in the system. Legally the district only needs to provide 20 psi. Anderson said that what Roles is discussing is volume, not pressure. She said that this issue is something the board should take a deeper look at this issue. Roles said that he had new house put in and he was charged a fee to tap the main because they would not put a meter on an existing line coming from the main. Donnelly said that this issue may be further addressed in a master plan. This plan would guide improvements to resolve issues such as this. He said that it is a legitimate issue the board does not have a way of dealing with at this point. Anderson explained to the board the difference between pressure and volume. She said that the



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district should be able to provide 20 gpm to each residence, but that will vary depending on the usage of the of each meter. West said that she would ask Rochon the DRC (direct responsible charge) for the details. Anderson suggested that the district ask the engineers to find these issues and how many so-called spider services there are in the district. Donnelly noted that this meeting was the first one where members of the public, aside from Raven, had attended.

West explained that another part of the resolution is to raise the service fee from \$17 to \$34 per month for residential customers. This increase, in part, is because the district cannot pay Rochon salary any longer. Therefore, Rochon will be entitled to overtime. In order to be salaried, the position would need to supervise two full time employees. To cut back on overtime for Rochon the district has hire another employee to assist him. Another expense the increase is paying for the response to the cyberattack in March earlier in the year. The district now hires a company to administer the districts network and IT services. They monitor the network and provide the district with email and other storage services.

A member of the public asked for clarification on the how the service fee is assessed. Doran-Lee explained that it is essentially a base charge for services unrelated to the actual meter itself. She went on to say that it had been some time since rates were increased and it had not been keeping up with costs. West clarified that rates were increased most recently because revenue decreased after installation of the new meters. The increase in rates was to adjust rates to match revenue received by the district prior to the installation of the new meters. Raven clarified that the current service fee increase is simply to cover operating costs. Donnelly said that revenue has decreased or stayed the same while at the same time costs have increased. The water rate will not change with this resolution. The rate charged for water consumption will be addressed in a future rate study. He added that increasing the service fee indicates to prospective grant funders community buy-in to the district. He also added that compared to other utility service providers the Mapleton Water District is at the low end in terms of service charges.

Hesse said that she attended the meeting to support the resolution and she thanked the board members for the time to put into the district. She drew the board's attention to David Jeffries' letter which raised the issue of district patrons who have not paid their bills and whether the increase is going towards subsidizing delinquent accounts. She wanted to know what system is in place to collect on delinquent accounts and suggested at least partial payments to maintain service. West said that Walker would be the person best able to answer the question but said that before Walker's time with the district at one point the district had more than \$40,000 in delinquent account balances. Walker said that as of today delinquent account balances totaled about \$18,000. Doran-Lee said that the board had been enforcing policies more recently. Hesse also suggested that the grant committee provide a report in the future. Anderson suggested that Walker break the balances down by age of delinquent account. Doran-Lee said that some accounts are disputed by residents, but few are outright declining to pay. West said that she would like a subcommittee to resolve some of the disputed bills. One instance is a customer that was told they had a leak who paid for repairs to a leak that later turned out not to exist.

Howes, a member of the grant committee noted that in order to qualify for large grants the district needs to have a master plan. Once the district has a master plan it is very likely that the district would



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receive those grants. There are a lot of pieces that need to come together for major progress to be made on the district.

Roles said that he had an issue with the new meters where the meter was showing a leak but they could not find it. The house had just been replumbed and Rochon spent an entire afternoon trying to find it and could not. They dug up the service line to where it was visible and there was no leak but the meter was still showing a leak. Doran-Lee said that because the meters read vibrations in the line it should not have affected the billing. Roles said that he did get some exorbitant bills during that time. West said that she was not sure how the meters' leak detectors work and would need more information on the issue before commenting. Roles said that he just wanted to note that the new meters are not foolproof. West said that this is another instance where a subcommittee would be helpful.

Anderson wanted to clarify that the term "rate study" is shorthand and really what it is is a cost of service study. This will vary across districts which accounts for the variation in rates between districts. This will also include the capital improvement program as well to calculate how much needs to be held in reserve. Anderson said that failure to maintain a reserve fund is common in utility districts across the country for a couple of reasons. One is that very few people run for board positions on a platform of increasing fees. The other is that the federal government was much more loose with funding for infrastructure projects in the past. There are many other districts in the same boat as the Mapleton Water District. West discussed her experiences at conferences where she had met people from district in much worse conditions than Mapleton from around the state.

Motion: Adopt resolution 2023-08.

Made by West, seconded by Doran-Lee. Approved unanimously.

Rate Study

Walker said he just wanted to bring it up to discuss what is required. It appears that the district has most of the documentation required. Anderson said that Tessa Wells at RCAC would probably be the lead on this. There is still some work to do on the documentation side of things, specifically getting the data from the correct timeframe. The engineering portion will be required in order to assess the required revenue side of the equation, but that is not an immediate need. West explained that the SIPP grant funds were diverted to the master plan from the rate study because the district would be working on the study with RCAC without cost. Donnelly asked what the timeframe would be in terms of signing an agreement. Anderson said that if the district is ready to make that commitment, she would put Mapleton in the hat to be put on the schedule. West said that she did not think the district was ready because there is no available master plan. Anderson said that the process is closer to twelve months rather than six months as has been previously mentioned. West said that it may require some volunteer work from the board to assist Walker on this project given the amount of time it might require. Walker said that much of the required data for the rate study is collected by the district's accountant. Anderson said that it may be the case that the accountant may have that information, but there is work that needs to be done once that data is retrieved. She noted an asset inventory as an example. For the benefit of the attendees, Anderson explained how the RCAC is funded and functions. West asked if any action from



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the board was needed to begin the process. Anderson said that it would be a good idea to have that in the record.

Motion: Move forward with the cost of service study with the assistance of the Rural Community Assistance Corporation.

Made by Kelly, seconded by Doran-Lee.

Letter from Special District Insurance Services

Walker explained that the letter is from the district's insurance underwriter. One thing in the letter to highlight is the importance placed on the management policies of the district. West said that the district had previously been advised to hire a manager to oversee the district, which the district cannot currently afford to do. At the most recent site visit and discussion they said that they prefer that board members not be engaged in day-to-day management of operations, but said that other smaller districts do have that level of board member involvement. Anderson said that she spoke with one of the SDAO officials that attended that meeting and he said that if the district goes in that direction there would need to be clearly written policies to establish authority and responsibility. She said that the document presented to the board tonight are draft policies that would establish a structure to board management of the district. West wanted Anderson to clarify what exactly SDIS's concerns were regarding board management. Anderson said that typically there are lines of responsibility up to and ending with the district manager. As an employee of the district, the district is insured if the manager makes bad decisions. A board member typically is not covered in the manner. Doran-Lee wanted to clarify what would be expected of a manager. For example, would it cover performance reviews and policy reviews? Anderson said that it would include those. Doran-Lee suggested the possibility of a management committee or a volunteer manager. Anderson said that it would require an attorney to create a volunteer agreement and that insurance generally prefers to cover employees rather than volunteers. West said that this would require some very bright yet fine lines in terms of board-employee policies. Anderson said that her draft is an attempt to begin that process. Anderson suggested that the board read the document and then she and the board can have a work session to work on any additions or changes. Donnelly wanted to table this discussion so the board could have a more comprehensive discussion on how to proceed with the draft policies. Doran-Lee wanted to schedule a board meeting to discuss the draft policies. Anderson suggested that the board discuss this amongst themselves at the next regular meeting then schedule a work session to go over the document with her.

West noted a couple of other items in the letter including personnel policies and sick leave procedures. Walker noted that Pettibon had begun working on this somewhat before she went on leave. He said he had a template Oregon Public Employee Policy manual he received from SDAO's human resources contact. West asked that he send that and whatever else Pettibon was working on to Doran-Lee, who will be filling in for her until she returns. Anderson also noted that the district has twenty hours of time for consulting with HR solutions included with their insurance policy. She said that their time is best spent reviewing something the district has developed rather than developing a policy specifically for the district.



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Another item included in the letter was a request to develop and improve the physical infrastructure of the district as leaks pose a liability threat. West noted that the district does not have the funds to complete this but this will be the goal over the coming years. Walker said that, in the meantime, the district could develop a program to identify areas of high risk and make plans to address them. West said that the master plan will go some way to address this. However, she noted, it takes some upfront investments in order to obtain funding for larger projects.

West asked that Doran-Lee to make and maintain contact with the district's underwriter.

Geological Risk Above WTP

West said that the last few weeks have been a blur but about three weeks ago she visited the plant and notices that there was water above the plant where there had not been water before. In speaking with Rochon, she was told that there was evidence that there was ground movement. She then emailed several people with a "mayday" request for assistance. Several of the people she emailed were actually in Florence for a conference which Rochon was attending at the time. West expressed concern that the activity would put the new plant at risk. The USDA sent out Civil West to do an assessment of the area along with several other agencies. The consensus was that there were several issues with the area in addition to the water and ground movement. A geoengineer inspected the site but did not provide a report. A second geoengineer also inspected the site and said that he would be able to help.

West spoke with USDA who let her know about an emergency grant that could get funding quickly. However, an engineering report costing more than \$60,000 will be required in order to apply for that funding. To qualify for the grant there needs to be an imminent risk to disruption of the water system within the following twelve months. Based on these conditions her contacts at the USDA are confident that the district will qualify due to the decrease in water quality from the turbidity. USDA said that they can assist in applying for the grant and the application should take only an hour or two.

The geoengineer is scheduled to be on site on October 18th. The proposal is to construct barriers that will guide material into the creek to be diverted from the path towards the treatment plant. Also, is proposing to replace the ACS line with a pipeline that is more durable in the event of significant movement. He also would like to bypass the settling tank which has already been damaged by falling trees.

Donnelly asked where the funding for the \$60,000 would come from. West said she spoke with Business Oregon and was told that the funds would come from the WTP improvements grant. She said that theoretically this would qualify for the \$800,000 grant but it would take a month to receive. Because of the time lag it would make it appear less of an emergency than it is. The WTP grant funds are available nearly immediately. Alternatives to a grant opportunity like this would take years to receive so she believes that the district should do all it can to pursue this emergency grant opportunity.

Doran-Lee asked if the funds we take from the WTP grant could be replaced later on by the \$800,000 congressional grant funds. West said that she did not think that was a possibility. Raven asked West if the money was needed upfront for the geoengineering plan. Howes explained that the projects need to be approved by the EPA in order to access those funds which requires several additional steps. Doran-Lee



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said that she does not question the need for the engineer's services for the emergency grant application. She is just concerned that the district is spending money that we do not have. West said that she knows that the district is going to need to borrow money she just does not know the figure as of yet. Business Oregon said that there was an addition \$50,000 in grant funding the district qualifies for, but she needed additional information.

Roles asked if there was any legal restrictions on using grant funds for one thing rather than another. West said that they just require preapproval which she already received.

Motion: Approve using funds from the IFA Grant/Loan to hire a geoengineer to prepare a report to assist in the application of the USDA emergency grant application.

Motion made by Doran-Lee, seconded by West. Approve unanimously.

Donnelly said that in order to find out what our shortfall for the plant will be the district would need a bid. He asked if the district has taken the hold off the bidding process. West said that the board does need to remove any hold but at this point the district has not delayed the process. The Oregon Health Authority is still reviewing the plans after having them for two weeks.

Motion: Remove the hold on the bidding process for the Mapleton Water Treatment Plant Improvements project.

Made by Doran-Lee, seconded by Donnelly. Approved unanimously.

Kelly asked if there is a timeline for the next steps in the WTP project. West said that as soon as the OHA approves the plans and does not have any objections the engineer than move forward with the bidding process. Doran-Lee explained that the hold was placed on the process because the board received a the engineering report which indicated the present location of the WTP was at risk. Anderson noted that the board can stop the process with any and all bids at any point up to signing a contract.

Review of Projects and Future Projects

West said that this item was added for Anderson for her projects with the district. Anderson presented her draft board policies and encouraged the board to take it home and read it and contact her for questions, comments, and changes. Anderson said that she is working on a board orientation policy, and she presented a draft. She encouraged board members to review and discuss this document as well.

West said that she would like to add a diversity statement and establish policies to enact the diversity statement. She said that many grant agencies like to see that this is part of the applicant's policies. Anderson said that those sorts of items would generally go into the employee policies. Doran-Lee asked when Anderson would be available to go over these documents. Anderson said that she needs to clear future attendance with her supervisor. Walker said that Anderson suggested that the board go over the policies itself then have her attend a meeting to work on a final draft. Once the board has done that then the board and Anderson could schedule a work session.

Anderson said that one item she is working on is an Emergency Response Plan. She does not have work product for that but Jack with RCAC is working on it as well. After the district started on the ERP, RCAC



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was notified that EPA grant applicants need to use the “Risk and Resiliency” template rather the “Vulnerability Assessment” template. Jack is working on transferring the data from the Vulnerability Assessment template to the Risk and Resiliency template. Anderson said that the new template is more complicated and detailed than the original template. On the upside she said that this only needs to be completed every three years. It will also be more useful in applying for grants. Doran-Lee suggested that they set up a time for Zoom meeting to work on this.

Anderson asked if anyone had looked into completing the training so it can be check off on the SDAO best practices survey. Doran-Lee said that it was now her responsibility to complete that. She asked if she could use the certificates from previous training to satisfy the requirements. Anderson said that she would need to look into that. She said that normally SDAO does not ask for documentation. They just need to know if it has been done.

Anderson said that her manager asked her to jot down all of the items that the district needs help with. She said that she is sure the list is not complete because she made the list rather quickly. She also only listed the ones that are most urgent and most related to RCAC’s expertise. Donnelly had previously suggested another item he would like to add. Donnelly said that the district could use assistance grant inventory and management. In the near term the district has just a few grants so it is a relatively small task. However, with the amount of funding the district will need in the future it will be a much larger task and board is untrained.

Doran-Lee raised the possibility of Willamette Partnership’s assistance. West said that they could not help the district because they work under RCAC and RCAC would need to authorize them helping the district. Anderson clarified that at that time they were in the process of negotiating an agreement so they could not make any commitments. West said that they offered a lot of assistance with grant training and management and she was disappointed that the district would not be able to work with them. Anderson said that it may still be possible but at the time of the conversation they could not make any sort of commitment. Donnelly also said that the EPA also said they had an agreement with RCAC to provide assistance and therefore were limited on how much they could help. Anderson said that she would need to get an update from her manager. This was a new partnership and RCAC does not have expertise in the grant field. Donnelly asked if the RCAC has a similar relationship with Oregon Economic Development Districts or the Ford Family Foundation. Anderson said she does not believe it does. She did not know for certain as there is another part of RCAC that she is not as familiar with that works in rural economic development.

Anderson said that she needs to have an active project in her “Community Workplan” in order to continue assisting the district. She said she will be next working on the rules and regulations for water service, or service policies. That will need to be next on her list. System mapping is another potential project. Walker said that Rochon had told him that the district had a Diamond Maps account in the past but that the subscription had lapsed. Anderson said that the asset inventory and master plan projects make this an opportune time to work on the system mapping project. Many engineers use only CAD mapping which has less usefulness and functionality. The GIS system offer more information that can be saved and used in the future. Anderson is going to notify her manager that this is something to be cued



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up along with the master plan. She will also take a look at the financial information the district has for the cost-of-service analysis and work with Dessa on that. The district currently has only two of the four financial reports that are required for that analysis. Another project is completing an asset inventory. West agreed that an asset inventory needs to be done as soon as possible and then revised after the skid is installed. Kelly asked if the district accountant would have this information. Anderson said that they may have a consolidated inventory but probably not an itemized inventory. Walker said that he thought he saw an asset inventory that was conducted within the last fifteen years.

Anderson said with all the projects ongoing or planned time management will need to be considered. She and RCAC have other projects with other entities and as a result may not have the staff time available at the time the district would like to work on a project. In the last round of EPA funding, the RCAC received a large portion. The EPA also gave the RCAC a list of communities in the western United States like Mapleton, that could use their assistance. The items that she discussed today may not happen in the near term, but they will be placed in a queue for future action.

Treasurers' Report

West noted that the Financial Statement provided by the district's accountant serves this purpose. Walker said that he may need to speak with the accountant's office as there may need to be some recategorization of expenditures. He said it would probably be best hold off on approving that until the information was corrected or confirmed.

Billing Report

Walker said that the content of this report was generally covered in the discussion of the service fee increase resolution.

Risk Management Report

Walker said that much of this was covered in discussion of the board correspondence earlier in the meeting. He noted that Troy DeYoung said he would like a bimonthly report on progress being made on the listed items. West said that we can tell them that we received the report and are working with RCAC on making progress. Anderson said that the items in the report need to be addressed directly and she the things she is working on are more related to management policy. DeYoung is looking for mostly at-risk management related items. Doran-Lee said she was not directly assigned anything from the list provided by SDIS. West said that she would be responsible for the items that would normally be assigned to the Administration Chair in the absence of Pettibon. Anderson said that Doran-Lee does not necessarily need to complete the progress on the list, only ensure that work is being completed. Doran-Lee reviewed what she said was assigned to her to her knowledge, including: the best practices survey and related training, employee policies, emergency response plan, risk management plan, reviewing the board policies and anything else Pettibon was working on. West said she would let Doran-Lee know if there was anything else that came to mind. Walker said that Pettibon was assigned nearly everything in the SDIS letter.

Plant/System Update

Rochon was not at the meeting so West gave the update. The plant has been running better since the



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fire department helped clean the intake. Rochon has been working on the generator and training Hughes on running the skid.

New Plant Update

The district is waiting for the Oregon Health Authority to approve the plans for the new plant. It has been two weeks since they received the plans. She sent a follow-up email to check on the status but has not heard back. Donnelly asked if Filter Tech has been paid in full. West said they had not been paid. Donnelly then asked what the situation is regarding storage. West said that Filter Tech needed to keep it in order to test it on October 26th. They do not want to store the skid for the additional time it is taking to begin construction on the plant. West Yost recommended that the district allow Filter Tech to make storage arrangements to limit the district's liability. Doran-Lee said that in the meeting with Filter Tech that she would have a plan for storage with a cost to be added in the final bid. Once OHA approves the plan then they send it out to bid. Once the district has a bid it would be March at the very earliest for work to begin. Roles highlighted the fact that the district will be going through winter with the current temporary skid. West said that that is why she was trying to get the Lakos filter purchased and installed prior to the construction of the rest of the skid. She said they would allow her to get a bid from H&J Construction to purchase and install the item. Once it has been ordered, it takes about six weeks to actually receive the filter. Once West receives the bid she said they would need to have a special meeting for the board to actually vote on it.

Grant Committee

Donnelly said that the committee is trying to recruit another member. He has had couple leads with no takers so he is still taking suggestions. He emphasized that members are not required to attend board meetings and he tries to limit grant committee meetings to no more than an hour.

The committee had a grant proposal ready for Coquille Tribal Foundation grant. However, in a Zoom meeting Donnelly and Raven learned that the district does not qualify.

Donnelly discussed the SIPP grant change and the tough time constraints that West had to deal with in submitting that application. Donnelly said that he thinks it is likely that the district's request to redirect those funds from a rate study to a master plan would be successful.

The committee is beginning work on phase one of the application for the EPA STAG grant, the funds for which have already been allocated (\$800,000). To simplify the process the committee is handling it in phase one is applying for the funds for the engineering study. They are also working putting together the application for the FEMA BRIC money. There is not a timeframe for those funds, but the district needs it sooner rather than later.

Donnelly has been looking into a couple of potential grant funding sources. One, after discussion with the program coordinator, the district did not qualify for as it was for non-profit organizations rather than government. Another opportunity was an EPA grant with a November deadline which require supporting engineering studies with the application.



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Both Donnelly and West are searching for new sources of funding to pay for the new treatment plant. The most likely source of funding is going to be a loan from the Clean Water State Revolving Fund. He said West has already been discussing the possibility with Michelle Bilberry at Business Oregon. Anderson said that RCAC offers bridge loans as well.

On smaller things that may payoff in the long run, Donnelly said he has been working with Sophia Robert in Senator Merkley's office on getting the district positioned for Senate direct spending in next year's budget. Merkley's office was involved in the both the \$800,000 grant and the FEMA grant opportunity the district is working on currently. He said it's a long shot but more likely when we have more prepared, such as the master plan. He said that the district needs to rebuild a relationship with the State Representative Wright's office to pursue state direct funding in the future.

Courtney Flathers with Governor Kotek's office and Jude Anderson with Lane County Community and Economic Development would like to do a site visit on November 1st. They would also like to have meeting with the grant committee. Donnelly hopes West will be able to attend that meeting. He does not know what opportunities may come from that meeting but that's how you find them.

Donnelly submitted an application for the Oregon Economic Development Districts training program. It has been two weeks and he has not heard back from them. He will follow up with them.

He has been having trouble with Grants.gov and SAM.gov. The trouble he has been having is that the Mapleton Water District already has an account set up. West said that she has the ability to login but there have been issues with merging two different logins. He will be making this a priority this week. The district submitted a resolution and a notarized document six months ago and no progress has been made. Previously board member Sharon Schrenk has been very good about working with Donnelly about getting access to the account, but it is not a long term solution to the problem. Schrenk told Donnelly that they relied a lot on Wright's office to complete the process.

Donnelly has been away for a week so not much new has been done with the committee in a little more than a week. He noted the opportunities available to the district are limited until it has a master plan. It would also be helpful to have a partner non-profit organization, like the school or the Mapleton Community Foundation.

Emergency Committee

No update.

Finance Committee

No update.

Operations Committee

West said that she covered everything earlier in the meeting.

Administration Committee

Doran-Lee said she now know what she is assigned.



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Doran-Lee brought up the Lane County emergency notification system that the board had looked into previously. She wanted the contact information so she can move forward with that process. Walker said that the district may already be signed up for that but may need a better process for activating it in an emergency. Anderson said that this would be part of the Emergency Response Plan. Doran-Lee also noted the need for people to update their phone numbers.

Kelly raised the issue of the Three Rivers Casino Skid. West said that it is not available because they are still using it. They said they would let the district know when it is available. Donnelly asked if he could get a contact at the casino. He thought it would be a good idea to have Terrusa look at the skid while it is still installed.

Public Comment

None.

Adjourned at 9:03 p.m.



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Board Members Present: Vanessa West, Art Donnelly, Sharon Kelly and Julie Doran-Lee

Board Members Excused: Nancy Pettibon

Others Present: ShirleyMarie Raven, Kim Anderson (RCAC) and Jordan Walker (MWD)

West called the meeting to order at 6:09 p.m.

Consent Agenda

West noted that only the October 19th meeting minutes were included with the packet at this meeting. Anderson said that it may be necessary to allow Walker more time to catch up on minutes. West made a motion to exclude the minutes not included in the packet from the consent agenda. Anderson said that West, as chair, can strike certain items from the agenda and a motion is not necessary. Donnelly noted that the minutes that were included are very detailed and was unsure that if that level of detail was a good use of Walker's time. Too much detail may actually make the minutes less transparent to the general public. West said that she liked the level of detail in those particular minutes because there was so much new information, but generally agreed that it was not normally necessary.

Anderson said that a place to approve the agenda, or make changes, can be added as an agenda item at the beginning. West said that she like the idea of given the board the opportunity to make changes. Donnelly asked if now would be a good time schedule an executive session. West suggested that we may have one after the meeting, time permitting.

Motion: Approve the minutes from the October 19, 2023 special board meeting.

Motion made by Doran-Lee, seconded by Kelly. Motion carried unanimously.

The board then moved on to timesheets. Doran-Lee expressed concern with the timesheets generally. West said she was particularly concerned with the number of hours being worked by Rochon and the additional cost to the district in overtime pay as it is unsustainable. The first month was understandable because we had several leaks that required immediate attention. Now Rochon and Hughes are having to hand clean the skid because the pressure from the mountain is pushing water in even when it is not running. Doran-Lee said she thought that overtime had to be approved. Donnelly noted that overtime approval is part of the job description. West said that she does get calls from Rochon, usually on the weekends, for additional hours. She said she can work with Rochon to schedule work around weekends. Doran-Lee asked why there was only one timesheet and said that there is not enough description to justify the hours. Raven asked if there was a way to change the schedule to have weekends off. West said that there is a way to fix the skid to decrease the need for cleaning it. Rochon said it would be relatively cheap and quick. Doran-Lee questioned the mileage on the timesheets. West said that she would like future timesheets to have more detail and would let Rochon know. Anderson said there appears to be a need for predictive maintenance. Rochon has been working fairly independently but might benefit from the board providing more direction.

Anderson raised the issue of employee evaluations. She said that evaluating employee performance would be difficult if the board has not set expectations such as an established schedule. Donnelly noted



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that expectations are set in the board adopted job descriptions. It was possible, he said, that this was not made clear upon hiring. Anderson said that the board would need to base evaluations on job descriptions.

Doran-Lee said she would like more justification on timesheets in the future. West said she would like the hours worked as well as the time of day worked and to change the timesheet to include this. Doran-Lee said that the timesheet does not really need to be changed and that there was plenty of space to include work times. West said she would like to schedule a management meeting to discuss employee issues, including timesheets. She said that she would investigate the issues and report to the board.

Kelly asked how much time Rochon gets for lunch. Anderson said that because there is no set schedule, there are no set lunch hours. Donnelly said that what he thinks the board would like is just a better accounting of time on particular tasks. West said that she would like Rochon to have some set plant hours then some time for field work. Raven asked why there had not been a schedule in the past. West said that the position was previously salaried and therefore paid regardless of hours worked in a week. Anderson summarized the board's items for discussion to include: scheduling, timesheets, job descriptions, Rochon's input on Hughes' evaluation, and the operations committee investigation. West said that she would decide later on whom she would like to assist her on the investigation.

Motion: Approve employee timesheets for October 2023.

Motion made by Doran-Lee, seconded by Donnelly. Motion approved unanimously.

The board proceeded to discuss October expenditures. Walker said that the trailer was purchased and the district has a bill of sale but is waiting on the title from the seller. Doran-Lee said the board should appoint someone to follow up on the title. West said the point of the Three Rivers Committee Grant was to use the equipment, not just purchase it. Leak detection equipment has still not been purchased and she said she is feeling a little overwhelmed. West noted that the distributor he had previously been soliciting equipment from had an antiquated payment processing system which caused the delay. Anderson said that purchasing may need to be completed by another person.

Motion: Direct Jordan Walker to complete equipment purchases for the district.

Motion made by Doran-Lee, seconded by Donnelly. Motion passed unanimously.

West asked if the district is done paying Rain for Rent. Walker said that the final bill has been paid. He noted that the district still has an outstanding balance due to Delta Operations. This balance included restoration of a cathode for the chlorine generator at the plant and a bill for services provided. The board previously paid \$40,000 on the outstanding balance but had disputed the total amount charged for emergency services provided. West explained that this was because during a crisis, one Delta employee spent hours on the phone with Westech to troubleshoot a skid error. The dispute was over the charge for other employees not engaged in that work. Donnelly said that it was too late to dispute this and it needs to get paid. West agreed and noted that the district will need to borrow more money at a later date. Anderson asked if the board should ask Delta for a payment plan. West said that she



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would prefer just paying it in full. Donnelly explained that the board understands that it is essentially turning grant funds into a future debt.

Doran-Lee asked what the expenditure to Grundens was for. West said that it was for safety equipment and noted that it should be included the TRC grant column.

Motion: Approve expenditures with the reclassification of the Grundens expenditure as coming from the TRC grant funds.

Motion made by Doran-Lee, seconded by Donnelly. Motion passed unanimously.

Customer Damage

This is an issue that has previously been discussed by the board. In brief, a leak was discovered at the end of August which the customer claims damaged personal property. West said that she thought it would be best to refer this to the district's insurance carrier. She did not recall any fencing damage at the time. Doran-Lee said she thought that the past due bill is a separate issue and should not be conflated with the damage claim. She reviewed the account and it appears that everything has been credited to the customer's account in terms of water leaks. Donnelly and Kelly asked if there was a copy of the bill they could see. Anderson said that an anonymized bill could be made available without violating privacy rules. Walker said he could provide that at a future meeting.

Motion: File a claim with the district's insurance carrier regarding the customer damage for the August leak on East Mapleton Road.

Motion made by Kelly, seconded by Doran-Lee. Motion passed unanimously.

Review Board Policies

West said that she only has a couple of changes. Anderson said that Donnelly sent her some good comments she would include with the other changes. Anderson clarified that the Office Administrator would serve as the board clerk. West said that one change she would like to make is on page six, item B. She said that it says board members are expected to participate in the day-to-day operations, but thought the district could not require this. Anderson said she could change that section to "may" participate in day-to-day operations. West also said that some items are vague. Anderson said these items will be clarified with future policy. Doran-Lee asked where the section on executive sessions came from. Anderson said that she took those mostly from the Special District Association of Oregon and clarified that the board, at the discretion of the chair, can invite non-board members to executive sessions. West said that she would like page 12 to be changed so that only committee chairs are required to be residents, but not committee members. Doran-Lee noted that the board had already made this policy earlier in the year. Anderson said that there is a difference between committee "members" and "participants", the former being able to vote on committee actions. Donnelly said he thought it would be best if the board appoints the chair. Doran-Lee asked about the limit placed on the number of committees one person can serve on. Anderson said that it was to prevent an unelected person from having undue influence over the district, but the board can change this as it sees fit. She also suggested that the position of the chair could be exempted from that provision. West said she



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thought the position of chair of a committee should be reserved for district residents. Anderson said that there would be no need to explicitly state that non-chair committee members can be non-district residents.

Anderson noted that meeting agendas have been posted only a couple of days before the meeting itself. Statutes require that notice of meetings should be posted to give interested parties enough time to realistically attend the meeting. West said that Walker had been preparing the agendas recently so board members should alert him to items they would like to include in the agenda. Walker suggested that he work with board members to prepare board reports and submit drafts to said board members for final approval. The board consensus is that the agenda should be posted no later than five calendar days from the meeting.

Doran-Lee said that the meetings are now recorded so the minutes should not be a problem. Anderson said that the minutes still need to be typed for publication. West said that she approved an additional ten hours for Walker to catch up on minutes.

Anderson said that page 13 places some guardrails on district management. West said she would need to review this section in more detail and follow up with Anderson later. Doran-Lee wanted clarification on supervision of the Office Administrator. Anderson said the Secretary would serve as the Office Administrator's supervisor. West said this section appears to give the chair management responsibilities. Anderson said that it would give the chair some leeway in providing direction to employees, but mainly the supervisory role is transmitting the full boards priorities to district staff.

Doran-Lee expressed concern that only one person would be conducting employee evaluations. Anderson said that evaluations would be conducted in a manner set forth by personnel policies but the final evaluation would need to be approved by the full board. West said she would seek input from other board members as needed. Anderson said that pages 13 through 16 would be important in developing employee evaluation policies.

West said she was concerned about the media section. Anderson said that during a crisis West should be focusing on solving the crisis. Doran-Lee should consult with West and handle the media as the primary contact. Doran-Lee can send out a press release and leave it at that if she wishes. West said that she wants the district to be in the press for good reasons instead of just when there is a crisis. Anderson said that the board can establish a media policy to produce positive media attention. Doran-Lee said that the media does not always get the story right. Anderson said that a communications and media strategy can help with accuracy.

Emergency Grant

West said that she was told by the engineers that they would have everything ready by the 17th or 18th. She has spoken with Michelle Holman at the USFS regarding the two species of bird in the area and does not think they are on site. West said she thought the turnaround time for this grant would be relatively quick but it looks like it will take months. Donnelly said that he would like to see a copy of the contract with Civil West. West said that she spoke with Holly Halligan who gave her the verbiage that the grant reviewers are looking for and was confident that the engineer could provide this for the application.



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Anderson said that she has spoken to some agencies regarding engineering, and they raised the issue of higher than expected costs for engineering from Civil West. The OHA, she was told, expects engineers to self-regulate. She made this comment in suggesting that the board consider soliciting bids for engineering services. Donnelly said that he tried to get assistance from SDAO regarding obtaining an engineer but they were not very helpful. Anderson said that this is not really their strong suit. Donnelly said that the process is frustrating because no one on the board has experience with hiring an engineer and it has been hard getting advice from people. Civil West was chosen because they have a good reputation and the district has had a relationship with them in the past.

Business Cards

West said she would like to order business cards for the board and employees. She has been at several conferences where they would have been useful in making contacts with agencies. Doran-Lee asked about the cost. Walker looked up the cost and he said they are about \$20 per hundred. Donnelly and Doran-Lee both said they might not need them but would support purchasing them because West could use them.

Motion: Purchase business cards for board members and employees.

Motion made by Doran-Lee, seconded by Donnelly. Motion approved unanimously.

Treasurer's Report

Walker said that the board will need to pass a supplemental budget. This will coincide with the beginning of the next fiscal year budget cycle. He asked if the board would like to schedule a budget committee meeting in January. West said she thought that sounded like a good idea and said that she was pretty nervous about the districts budget. Walker said that the district should be good until January. Walker said he would schedule a budget committee meeting for 5 p.m. on January 8, 2024.

Billing Report

Walker said that the past due account total has increased over the previous month. West said that we do have an ordinance to shut people off after ten days, but we should probably give customers more time. Doran-Lee asked if there are other large outstanding balances other than the one previously discussed. Walker said that there are a handful of such accounts. Doran-Lee said that it is not fair to the customers themselves to allow such large amounts to accrue. Donnelly said that letting these accounts go on like this sends the wrong message to customers who are paying on time. Anderson said that customer policies are a project she has on her agenda for the district after board policies and board orientation. She said with shut off policies, the key is consistency. Every member of the board needs to be on the same page. The board should set up parameters for payment arrangements. Walker said he could propose some parameters for the board to consider. At this time the district does not have any active payment plans.

Risk Management

Walker said the best practices survey has been completed. He asked if the board would like to include cybersecurity coverage in the renewal. West said she would like to know how much it would cost and what it would cover. Insurance did not cover much on the last incident. Donnelly asked why the board



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has not received a report on the previous incident. He also said that we do not have any policies in place to prevent a reoccurrence of the previous incident. Doran-Lee mentioned a recent problem with a thumb drive being used at the plant. Walker said that the sample handbook includes a section of on technology policies. Doran-Lee also asked Hyak for a sample technology agreement.

Walker reviewed the site visit report from the SDIS visit. The district is making progress on employee management with Anderson's proposed policies. Personnel policies are in the beginning stages. A Vector Solutions account has been set up for the district so OSHA trainings can be assigned. Physical security is something that needs improvement. Preventive maintenance at the reservoirs needs to be made a priority now that Rochon has Hughes' help. West said that cleaning, rust repairs and the ladder all need work. Anderson said that SDIS just wants to see progress. Walker said he would report back to SDIS.

Operations Update

West said that Rochon is only having to run the plant two or three days a week. She said water is getting into the skid which has been causing problems. Rochon told her that the fix is pretty quick and cheap. Anderson raised the subject of Rochon's time management. She said he may need more direction from the board on priorities. She said that establishing a routine and regular hours may help staff be more productive.

Donnelly asked for an update on the Staller meter issue. Walker said that he had contacted the customer and notified Rochon about the issue.

Lakos Filter

West said she wanted to vote on the filter but now they want three bids to have it installed before the rest of the plant. Anderson said that the issue is that projects cannot be altered to avoid public contracting laws. There may be good reason to split it out but it looks somewhat suspicious from a public contracting standpoint. The board can keep it in the existing bid with the requirement that it be installed first. West was under the impression that it would be easy to split it out from the rest of the bid but now she has been told that it will cost more and take more time.

Grant Committee

Donnelly said that the emergency grant has already been covered. He and Carolee Howes have created a matrix for the existing grants. The formatting was a little off, but the board should be able to get the gist of the committee's current status. The committee is on the lookout for new grant opportunities.

Doran-Lee asked about lottery funds. Donnelly explained that the \$1.4 million grant is lottery funding and is something that relies on the assistance of state legislators.

Donnelly said that most governmental grants require engineering plans in the application. The board has approved this and a master plan is in the works.

Finance Committee

No new updates.



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Administration Committee

Walker raised the Material Data Safety Sheets that Pettibon was working on previously. Doran-Lee said she did not get that information passed along to her when she took on the additional duties. West said that many substances at the plant can be gotten rid of which will reduce the paperwork associated with this project. Raven offered to help with disposing of the excess and unnecessary substances.

Board Reports

Anderson said that she wanted to take the opportunity to ask the board to review a possible letter of support for the RCAP program. She asked the board review it and revise it as needed.

Anderson asked for additions to her community work plan for the district. She has rules and regulations on her agenda and asked if the board would like to put personnel and financial policies on it as well.

West said that her goal is to have everything in writing so it can be performed by employees.

Kelly asked about financial reporting programs. Anderson said that it appears that the district's accountant provides very limited reports. She does not have a lot of additional information on the subject.

Donnelly said that he thought there needed to be a focus on strategic planning, by which he meant planning for the future sustainability of the district. Anderson said that this would be a large part of the rate study. Donnelly also mentioned a capital improvement plan and a back up operations plan if Rochon is suddenly not available for some reason.

Meeting adjourned at 9:47 p.m.



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6:00 PM NOVEMBER 27, 2023

Board Members Present: Vanessa West, Sharon Kelly, Art Donnelly, Julie Doran-Lee

Others Present: ShirleyMarie Raven, Samuel Hughes, Jordan Walker, Joe Rochon

Opened at 6:09.

Employee Evaluation Planning

West said that this was an item that was included the Special District Insurance Services site visit report. The district lacks employee evaluation policies and policies to evaluate employee performance. This meeting is to create these policies going forward. West asked how can the board fairly assess an employee when they do not have expectations laid out. Donnelly said that the board does have a job description that is fairly detailed. Hughes said that he did not think that he received that. He was told that he needed to make water. Walker said he would have received a copy when he was hired. Either way, Hughes said, he and Rochon are making water with a high rate of recovery.

West read the text of the job description and said that it seemed vague to her. Kelly said that one thing that should be in the job description should be the prohibition of the use of personal phones. West said that if that were enacted the district would need to buy all the employee's phones. Donnelly said that sort of policy would be part of employee policies rather than part of the job description. Doran-Lee said the issue at hand is having a way to evaluate employees. Walker said that the policy that Kelly was discussing was part of the handbook he and Anderson have been working on. Kelly said that policy needs to be implemented immediately. Doran-Lee said that those documents do not exist right now but are being worked on.

Donnelly asked how the board could be clearer on what its expectations of him are. Walker said that it would make more sense start with the board's expectations then produce it in a format that employees can work with. Donnelly said he agreed so he was not sure why the board needed Hughes and Rochon present at this meeting.

The board discussed the purpose of the Assistant Water System Operator, which was to have a back up for Rochon and to make sure that he has two days off a week to limit overtime.

Walker explained that the purpose of the employee evaluation process is to reduce the likelihood of the district being sued for discharging an employee illegally.

West said that she would like a new timesheet format so that the board can have a sense of the time of day that work was being done. The board discussed issues with timesheets being submitted recently.

West then discussed the two-hour minimum show up time and said that she hoped that the balance of time between operating the skid and the two hours that operations staff could find some things to do for the district. Donnelly sought to clarify if the board was supposed to be creating evaluations or completing employee evaluations. West said that she was just trying to explain what the board should be evaluating employees on. Doran-Lee explained that what the board needs to do is create a document to be used for employee evaluations.



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Walker explained the evaluations he had received in previous positions. These typically break the job description into categories then, within those categories, there are performance metrics to decrease the subjectivity of the evaluation. Then there is an opportunity to follow up to and it is consistent over time. His thinking was that in this meeting the board could create categories for each position then within those categories establish metrics. He suggested that the board go through the job descriptions and group them into several categories, then collectively they could agree upon the categories and metrics. Donnelly said that it may seem more like homework then bring them back to compare what they created. That may be the best use of the board's time. West said that she would like to get started at least to get a general idea. Walker said that the board could decide on categories at this meeting then board members could work on it individually.

Walker began writing down categories at the suggestion of board members. These included:

- Plant Operations and Maintenance
 - Intake Maintenance
- Distribution System
 - Tank Maintenance
 - Landscape Maintenance
- State Regulatory Requirements
- Certification Progress
- General Performance
 - Punctuality
 - Work Ethic
 - Positive Attitude
 - Quality of Work
 - Adaptability
 - Team work
 - Achievements
 - Communication skills
- Project Management

Donnelly said we would need a schedule to evaluate maintenance.

Donnelly asked Hughes if the lead operator sets a schedule or if it's a day to day thing. Hughes said it's a mixture of the two. Kelly asked how much Hughes and Rochon work together. Not much in the last week, Hughes said. West said she suggested to Rochon to give Hughes more independent tasks to reduce Rochon's hours.

Doran-Lee looked up a list of performance measures online. Walker said that many of those measures would be hard to evaluate objectively but they could be included in a "General Performance" category.

Kelly, West and Hughes discussed time keeping materials and processes.



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West said one of the reasons she wanted to have this meeting was because some of the things she is focused on is not necessarily a task or category. She just has list of things that need to be done that she knows about. Walker said that this could be a new category, like "Project Management" for instance.

Donnelly raised the point that the goal of creating the position of Assistant Water System Operator was to reduce the lead operator's hours. He wanted a category to review the status of this goal. Walker said that could be another category like "time management". The board discussed the purpose of the operations team made up of the lead and the assistant system operators. West emphasize that the mission of the district was to provide clean water at a reasonable cost. The last part of the mission was the reason to create the assistant position to reduce the amount of personnel expenditures. Kelly asked if there needs to be someone at the plant everyday. Hughes and West explained that someone needs to be there everyday, but not all day.

Donnelly raised the issue of the tank leak and explained that the board needs a good reason why that it has not yet been fixed. The reason at the time the insurance carrier saw the leak was that the lead operator needed a second person to be there.

Kevin Kimball entered the meeting and notified the board of a leak on Riverview Avenue. He said that someone was trying to get in touch with Rochon and called his wife. West said that Rochon would be at the meeting shortly. Hughes said he would check on the leak.

Walker listed a few other items to be included in the evaluation metrics: training staff, safety and emergency preparedness, board relationship management. West suggested that the general performance section could be reduced. Walker suggested that the board members could decide individually and then come back with suggestions. Walker then listed: leaks, testing and other state requirements.

Donnelly wanted to clarify if Rochon was physically doing the state tests or if the DRC was. Walker explained that the district conducts the tests but they are officially submitted to the state by the DRC. West and Rochon work on the testing schedule because West also delivers the sewer samples.

Kelly asked who would be covered by the evaluation metrics that they have discussed so far. Walker said that it would primarily be Rochon's position but there would be overlap between Rochon and Hughes position. Hughes evaluation would likely be somewhat shorter. Doran-Lee and Donnelly suggested that supervision should be included in the Rochon's evaluation along with the training category. Donnelly also suggested that included in board relations or time management should establishing a schedule and submitting clear timesheets. West said that she was thinking that on Wednesday or Thursday having a required staff meeting. At that meeting West can review the schedule to manage the amount of hours based on the board's priorities. West said that Walker had suggested a general weekly staff meeting. Walker said that while he suggested Monday he did not have a preference. West said mid-week would make more sense. Donnelly asked if Walker would go to the plant for that meeting? Walker said the he would prefer to have the meeting at the office because its too easy to get distracted at the plant. West agreed and said it would be easier for her to monitor hours week to week rather than month to month.



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Walker said that one thing he would suggest to include in the evaluation is use of email for communications. He said it makes time management and communication easier. He suggested that communications be included in the board relationship category. Donnelly further stated that it was something that could be measured so long as the board set a clear expectations for employees.

Walker asked if there were any more categories to be added. West said she did not have any right now but may add some in the future. She said that beginning the process was helpful because she was not quite sure where to begin.

Kelly said she did not think the board should have to wait for employee policies to set expectations for use of personal and district electronics.

Rochon showed up to the meeting and West explained what the board was working on. She also noted that Hughes had left to check out a leak on Riverview. West turned attention to training and responsibilities of the Assistant Water System Operator.

Kelly asked about the slide risk above the plant. Rochon said the slide risk exists, but it does not appear to be getting worse at the moment. Donnelly asked about the status of the geotechnical engineer report. West said that she received a preliminary report which she had some additions for the engineer to address specific items requested by the grant-making entity. She said it looks like the contractor's work is likely to begin in the summer of 2024 around the same time as the plant construction.

Rochon raised the topic of the timeline of the plant completion. He said that the district will be spending an additional \$100,000 on rental fees for a skid that is failing. He asked when this is going to be someone else's fault. Kelly said that it was not their fault. Donnelly said that there have been a series of change orders that have delayed the process, most recently the change order to include the Lakos separator, which he thought was a good change. West review some other earlier change orders including the change to the size and production capacity of the plant and a change in the amount of turbidity it was expected handle. Donnelly said it would be difficult to place blame on a single person for the delays. West said that the board has made completion of this project the highest priority since she has been involved. Rochon said he was just uncomfortable with the amount of money being wasted on the rental skid.

Donnelly asked to turn back to the agenda items. Walker said that we have basically covered the evaluation process for the Lead Water System Operator. The Assistant Water System Operator probably where the board should focus its attention on next. He asked if the Lead Water System Operator would be completing the assistant's evaluation or if the chair as operations manager would or a combination of the two. West said that she though it would be best if she as the manager completes the evaluations for all employees. Walker said that the chair and secretary share some responsibility in employee management, with each focused on either operations or administration. West said that she just wanted to have the same person or team of people complete the evaluations for all employees for the sake of consistency. The lead operator should have input on the assistant operator evaluation, but it should be the same people should do all the valuations.



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The board discussed some the metrics that Donnelly and Walker discussed on the side. Walker said that one area in which all employees are evaluated is customer service. Donnelly asked how that would be measured. Rochon said that follow up calls to customers. Walker said that keeping a call log could help measure that. Kelly said that a training program should be included too. West noted communicates availability and is reliable. West told Rochon said that she would like to meet at the office on Thursdays to discuss hours and projects. Rochon said that that would be helpful in following up with things that he has mentioned to both West and Walker so that everyone is on the same page and progress is being made. West said it would be helpful in her keeping the board informed.

West asked Walker if he could send photos of the written charts to the board for further review. Walker asked if she intended to discuss his evaluation as well as this would be the best time for the board. West said that she thought much of what was covered for the other evaluations would apply to him as well. Walker said it would be a little different because the things that he does in his position is actually measurable.

West and Rochon diverted to discussing the leak on Riverview Avenue. West said she and Doran-Lee would swing by to see if the leak has gotten bigger since that morning. Rochon excused himself from the meeting.

Walker said that a fairly easy measurement would be billing. The time they go out and the accuracy of billing can both be measured. For accuracy, a measure can be the number of adjustments. Another would be accounting documents. The accountant would be the best to assess that measure. West said that she could check in with the accountant to get their assessment of the Office Administrator's performance. Donnelly said that under recordkeeping the monthly report to our insurer should be included. Walker said that might be more of a reporting requirement. West said attendance, punctuality, timeliness, and customer service are some other categories. Donnelly said that this is something that can actually be evaluated because he has a set schedule. West said that her goal is to have an actual schedule for operations.

Kelly again raised the district electronic policy which the board discussed further. Doran-Lee said that she agreed that the district does need a written policy, but for the time being Hyak has been hired to monitor the district's IT system and to adjust settings to prevent potential abuses. Donnelly said that the \$21,000 loss of personal electronic equipment is the result of a hole in policy. The problem has been functionally fixed by hiring Hyak, but the board will need to be very careful in creating and adopting these policies.

Donnelly said that, since the board has changed the subject, he wanted clarification on the status of the phone situation with Rochon. West said there were some problems with the new phone, namely the phone number given to the phone was given to another account. So, for now, if there is an emergency she needs to knock on Rochon's door. Doran-Lee said she needs the information to get this problem solved. West said that Rochon has the phone and Walker has the account information.



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Donnelly said that because Walker is currently doing the meter reading that should also be included in the evaluation. Walker said he was not sure it would be included in the evaluation because it is not in his job description, but he and Donnelly thought it should be included for the time being.

Raven asked if Walker was responsible for collections. Walker said that he was so that should be included. Doran-Lee asked for the issue of overdue accounts be included in the next regular meeting agenda.

West said that she thought that what the board has come up with for the Office Administrator evaluation pretty much covers it. Walker said he would photograph the items and make them available.

Board Reports

Walker said that he kept this section in the agenda in case any of the board members had anything they wanted to add.

West said that she would like to have Walker do some research regarding the pressure tank building. She wanted to know the address so the district can restore power. She also wanted to know why power was disconnected in the past, so he would need to look at the minutes. As far as she and Rochon can remember is that the former board chair objected paying for power to a building the district did not own. West said she was concerned the district is wearing out the booster pumps when a pressure tank could decrease the time the booster pump was on. She wants to know if it was shut off for a reason for instance because of a leak.

Kelly said that she would like to take a moment to say she would like to make sure that no further assets are purchased without the approval of the full board. She listed the trailer as an example. Doran-Lee said that the board did approve the purchase of the trailer. Walker recalls the board having a discussion about the trailer purchase but recall an explicit motion. West said that she recalled the board approving she and Pettibon approving purchases.

West raised the issue of purchasing leak detection equipment. She said that it has taken too long and there have been too many issues. The Three Rivers Casino will not grant the district any more funds this upcoming year because it has not done what it said it was going to do. She is ready to just buy some of the equipment herself.

Kelly wanted to bring the discussion back to the trailer, specifically she wanted to know if the district had it in its possession. West said that Rochon just needs to pick it up. Walker also said that he needs the title and to get it insured. He has a bill of sale but has not received the title. West said she would make those phone calls to get this taken care of.

West said that she will just go buy the leak detection equipment, if that is what it takes, so the board can say that it did it. She said that she needs to know exactly how much of the casino grant money is left and asked Walker if he had that figure. Walker said that he did. Completing the grant is not just purchasing equipment but also using the equipment, West said. She also mentioned that she would like the district to have witching sticks as she had seen them used effectively by the school district.



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Donnelly said that he would like a staff report on the meters. He wanted to know, for instance, who the district bought them from, what sort of warranty they have, who provides service for them and such just because the district will need to deal with them as they age.

West asked for an update on the customer letter regarding leak damage. Doran-Lee said that she called the insurance company and was waiting for a call back.

Kelly suggested that the board make West and Doran-Lee the two board members whose approval is required to authorize purchases since Pettibon is on leave. Donnelly said that would make sense to him.

Motion: Require the approval of Vanessa West and Julie Doran-Lee for purchases over \$250.

Motion made by Kelly, seconded by Donnelly. Motion carried unanimously.

West asked what the board wanted to do regarding the RCAC letter of support. Kelly said that she would call the office the following day to go over the changes she would like to see on the letter. Donnelly said he would let Walker know as well.

Donnelly said that the board needs to be better at letting Anderson with RCAC know what its priorities are. Anderson is a very valuable resource, but the board needs to be better about using her and the RCAC most effectively.

West noted that after the next regular board meeting Anderson would like to have a work session on the board policy document. Donnelly thought that the board had already approved it. Walker said that the board may have approved it but a formal final draft. Also, there were two documents that Anderson presented last time she attended a board meeting, of which one was the board vision and values statement. Donnelly said he thought that was all part of the same package.

Adjourned at 7:54.



MAPLETON WATER DISTRICT
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UNAPPROVED SPECIAL MEETING AND EXECUTIVE SESSION MINUTES
2:30 PM DECEMBER 18, 2023

Board Member Present: Vanessa West, Art Donnelly, Sharon Kelly and Julie Doran-Lee

Others Present: Jordan Walker

Opened at 2:55 p.m.

Board Duties and Responsibilities Policy Manual Review

West said that the board should go through the board policy manual page by page and make recommendations for changes. Board approved saw no need for changes on the first page. The board noted that some changes had already been made. Kelly asked to clarify who the clerk was. Walker said that he, as the office administrator, will serve as the clerk. She also asked if the board currently has an absence. West said that Pettibon seems to think she will be back in January 2024.

West said that she had a change on page five. She relayed an experience of her attempting to be appointed to a vacant position but was told the position had already been filled in less than 24 hours. Eventually, under public pressure, West was appointed. West said that she would like to advertise the position, so everyone has an opportunity to apply if they wish. Doran-Lee suggested a thirty-day notice. West said she was thinking more like two weeks but that it should be in the paper and well-publicized. Kelly said she thought that that two weeks would not be enough time. Doran-Lee agreed and said it does not have to be the very next meeting. West said thirty days would be fine.

Motion: Amend the board policy document to include language to the effect that in the event of a board vacancy the district shall notify the public of the vacancy no less than thirty days prior to the meeting at which vacancy is filled by the remaining board members.

West noted on page six that the board may grant a leave of absence of three months at its discretion. Donnelly noted that the way the board operates that absences create a lot of work for the remaining board members. Doran-Lee said that the board still has discretion to extend a leave of absence but also gives it the ability to replace someone who is absent for long periods of time. West was concerned that the leave of absence policy would lock the board into something that might not work. Doran-Lee and Donnelly both said that the wording of the policy gives the board some flexibility.

Kelly raised the notification process for board resignations. West said that anyone could quit at any time. Walker said that the full board would need to declare the position vacant before any official action to fill the vacancy could take place. Donnelly said that there was a requirement in the SDAO handbook related to this. All board members who have resigned recently have provided written notice. Walker did look up the SDAO Handbook verbiage which only addressed the withdrawal of a resignation being in writing.

In reference to executive sessions on page eight, Donnelly said he could use some clarity on that. Doran-Lee said that Oregon Revised Statutes are very clear on what can be done during executive sessions. Donnelly said that some things that are genuinely, ordinarily confidential would cease being confidential to adhere to public meetings laws. Doran-Lee said that some details could be kept confidential. West said that the discussion regarding a decision could be confidential in an executive session, but the final decision must be specific and public. Walker said that there are different standards when operating a public organization compared to a private organization, especially because of the use of public funds.



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Donnelly noted that the board received legal advice to the effect that the details of certain agreements be confidential, but this would seem to prohibit that. He would like additional clarification on the issue.

Kelly asked why written minutes are required on item 3.6. Walker explained that the board cannot approve or amend an audio file.

West noted that page nine says all members of the board can make motion but asked why she cannot make a motion. Walker asked who told her that she could not make a motion. West said Anderson with RCAC said that she could not. Donnelly said that the language in the document is very clear that West could. Walker said that it may be the case that it may have been just for appearances. For instance, making a motion directing herself to do something may appear suspect or domineering to the public. To that point Donnelly noted further down on the document the board chair is to recognize other board members and announce those who first and second a motion. Theoretically, the board chair could just recognize herself the whole time.

Donnelly noted what seemed to be a typo under number 3.7 "Procedural Rules". Under A.1. the wording should be changed from, "Motions must be seconded to move to discussion..." to "Motions must be seconded to move to a vote..." The other board members concurred with the change.

Doran-Lee noted 3.8.A. has been a problem. West said that she tries to review everything but must prioritize what she reviews because she only has so much time. Walker said that this is something he could improve upon in the future.

Donnelly noted that a couple of changes in section four that had been previously discussed have not yet been made. The board wanted those residing outside the district to be able to be members of a committee. However, they also wanted to ensure that the chair of each committee is a resident of the district. The other members of the board agreed with this change.

Kelly sought clarification on whether number three under section four includes non-Mapleton Water District committees. West said that the restriction on the number of committees a person can be on only relates to MWD committees. Donnelly suggested that the first sentence of number three should read, "A member of the public may not simultaneously serve on more than two Mapleton Water District committees or one advisory committee..." for the sake of clarity. Other board members agreed with this change.

The board discussed the meaning of 3.9.B. regarding public comments.

Doran-Lee said that 4.1.G should be removed because it is not workable. Walker explained that there are types of committee "meetings" that do not require public notice. If a meeting is to complete work on a project as directed by the board of commissioners, that would not require public notice. If the meeting is to discuss recommendations to the board of commissioners, that would require public notice. Walker suggested that it be kept in the policies and seek clarity later.



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Kelly noted 5.1.A. and raised the issue of the trailer that was purchased. Doran-Lee said that the full board did approve that purchase. Walker clarified that the trailer was part of a blanket motion to purchase items left on the Three Rivers Foundation grant list.

Donnelly noted that Anderson carefully worded section five so that the board can act as the manager of the district in lieu of an individual employee.

Kelly suggested that the third sentence in the last paragraph of page thirteen be changed from, "for the two employees" to "for all employees" because the number of employees may change in the future. The other members agreed.

Donnelly asked if the district had a regular lawyer beyond the one retained for the pending employment matter. Doran-Lee said that the district has SDAO. Donnelly said that in his experience they typically recommend retaining a lawyer in response to his questions. He said that the board should investigate retaining a lawyer in the future, just to have on file. Walker said that Thomas Nicholson, a Florence-based attorney, had assisted the district in the past and as far as he knew was still practicing. West said that we should do some research and arrange a meeting.

Kelly raised 5.3 and said that all the board members are volunteers and therefore do not get paid. Doran-Lee said that his section would need to be revised because the board may need to be reimbursed more than \$50. Walker explained the difference between compensation and reimbursement. The confusion is due to the State of Oregon recently passing a statute that allows board members to be compensated for their service. The board decided against compensation earlier in the year. Reimbursement has no limits so long as it is a legitimate expense for a board approved activity.

West said the last couple of sections having to do with the budget and ethics are not up for debate and must be accepted as is. That said, she was happy with the document as amended. Donnelly concurred. Kelly asked if the board needed to sign the manual. Doran-Lee said that Anderson would make the edits and then the board could sign them. Donnelly said that we could approve the manual as amended at this meeting.

Motion: Adopt the "Board Duties and Responsibilities Policy Manual" as amended at today's meeting.

Motion made by Kelly, seconded by Donnelly. Approved unanimously.

SDAO Annual Conference

Walker said that the SDAO is comping the district for one person to attend the annual conference. West said that she would like for more district employees to go for the training and would be in favor of the district paying for it. The board discussed the details and who might wish to attend.

Future Meetings

West and Donnelly discussed future meetings for the emergency grant. West asked Walker to compile the documents listed in an email she sent earlier in the month. She told the board that the engineer is nearly done with the report required for the emergency grant.

Executive Session



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Executive session convened at 4:35 p.m. under ORS 192.660 "To consider the employment of a public officer, employee, staff member or individual agent."

Resumption of Special Meeting

West reconvened the special meeting at 4:48 p.m.

Offer to Rochon to Settle Wages Owed and Equipment Loss

West asked if there was a motion.

Motion: Offer Joseph Rochon \$80,000 to settle wages owed and equipment loss from the cybersecurity incident with the following terms: \$40,000 payable in an initial lump sum with the remaining \$40,000 payable over 36 months.

Motion made by Kelly, seconded by Doran-Lee. Approved unanimously.

The board scheduled a follow up meeting on Thursday, December 21, 2023.

Meeting adjourned at 5:56 p.m.



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UNAPPROVED SPECIAL MEETING MINUTES
4:00 PM JANUARY 10, 2024

Board Member Present: Vanessa West, Art Donnelly, and Julie Doran-Lee

Others Present: Jordan Walker, Dustin Basurto

Opened at 4:00 p.m.

Consideration of Hiring Seasonal Help for the Lead Plant Operator

West asked why the position is “seasonal”. Walker said that he called it seasonal because it is a temporary position, and the two terms are nearly interchangeable. Doran-Lee asked if the person in this position could be made a permanent employee. Walker said that it was a possibility. West said that the board was not going through the normal channels because this help is somewhat of an emergency.

Walker said the next step would be to see if there are any applicants. Basurto said that he would like to apply. Walker asked Basurto to give the board some of his background with the district. Basurto said that he served on the board and served as the temporary superintendent when Terry Saubert left. West said that she liked that he has some familiarity with the district. Basurto said he is better suited to being backup to the lead than the lead itself.

Donnelly asked if he could work with Rochon. Basurto said that he thought he could. Donnelly asked if Basurto felt he could handle the physical aspects of the position. Basurto said he could. West said a big issue for her is maintaining a schedule and asked if he could be at the plant in the morning. Basurto said that he is a morning person so that shouldn't be a problem.

West said that the ultimate goal in hiring someone is to give Rochon a couple days off a week and to be a second pair of hands for two-person projects. Ideally, the plant would be making water during the day so that if there is a problem the district can get help. If something goes wrong at night, there are fewer contacts for assistance.

The board and Basurto discussed his availability for emergencies. Basurto said that he was generally available and has no other employment obligations. After 10 p.m. someone might need to knock on his window as he is generally asleep. West said that a morning person would be helpful. Basurto said that he was normally up pretty early in the morning.

Donnelly said that the current board is very willing to listen to its employees. Basurto said he was glad to hear that. Doran-Lee said that the board will also try to fill-in where they could if he is unavailable.

West asked if there were any other applicants and there were none.

Motion: Hire Dustin Basurto as a seasonal part-time employee to assist the lead water system operator.

Made by Doran-Lee, seconded by Donnelly. Carried unanimously.

West also noted that Nancy Pettibon had sent her notice of her resignation.

Meeting adjourned at 4:15.