Mapleton Water District

Board of Commissioners Special Meeting Minutes

September 1, 2026 | Draft for Board Review

Mapleton Lions Club Kitchen
88151 Riverview Avenue, Mapleton, Oregon

1 Call to Order

Board President Vanessa West called the special meeting to order at 12:04 p.m.

2 Roll Call

Commissioners recorded present: Vanessa West, President; Art Donnelly, Vice Chair; Steve Elliott, Secretary; and Dustin Basurto, Commissioner.

Others recorded present: Jordan Walker, Office Administrator; ShirleyMarie Raven and Ray Mader, community members.

3 Approval of Agenda

Vanessa West requested the addition of time-sensitive sewer repairs after Item 5. Art Donnelly moved to approve the agenda as amended. The motion was seconded and carried. No opposition was recorded.

4 Finalize Operator Employment Offers

The Board discussed starting wages for the lead operator and assistant operator candidates, considering qualifications, relevant experience, recruitment conditions, and the part-time nature of the assistant position.

The Board entered an executive session to review candidate background information and subsequently returned to open session before voting on the employment offers.

In open session, commissioners agreed on proposed starting wages of $30 per hour for Jason as lead operator and $22 per hour for Jose as assistant operator, with reviews at three months and six months. Commissioners also discussed increasing Jason's wage to $32 per hour upon obtaining the required certification and coordinating his transition to direct responsible charge responsibilities with the current operator, Dave.

Dustin Basurto moved to offer Jason $30 per hour, with three-month and six-month reviews. The motion was seconded, and a vote was taken. The Board then confirmed that approval covered both Jason's $30-per-hour offer and Jose's $22-per-hour offer. No opposition was recorded.

5 Resolution 2026-23

Art Donnelly presented Resolution 2026-23 supporting an application to the Oregon Business Development Department's Regional Infrastructure Fund for engineering to secure an alternative raw water source. He explained that the proposed project had changed from an expanded chlorine contact chamber after the consulting engineers and Oregon Health Authority recommended against that approach.

The revised application would seek feasibility, scoping, and engineering funds to develop a fully engineered project for later construction funding. Discussion identified drilling another well on campus as the preferred alternative, based on prior evaluation of available water sources. Art would obtain an engineering budget and updated letters of support for the revised application.

Steve Elliott moved to approve Resolution 2026-23. The motion was seconded and carried. No opposition was recorded.

Added Item Sewer Repairs

Vanessa West reported on a contractor's inspection of the sewer pump. Anticipated repairs included a replacement boot and cord, with possible additional parts or a rail. Parts were estimated at just under $2,100. Direct District purchase of parts and separate arrangements for sewage pumping were proposed to avoid contractor markups.

Approximately 12,000 gallons would need to be pumped to allow access for repairs. A pumping quote of $0.35 per gallon, or approximately $4,200, had been discussed; Vanessa planned to contact additional pumping companies. The contractor's labor bid was still pending. Work was expected to begin in approximately two weeks, depending on parts availability. Pumping, temporary plugging, and repairs would need to be coordinated for the same day.

Steve Elliott moved to authorize Vanessa West and Dustin Basurto to proceed as they saw fit with the repairs as described, including ordering parts, arranging pumping, and reviewing and approving the contractor to perform the work. Art Donnelly seconded. The motion carried; no opposition was recorded.

6 Public Comment

ShirleyMarie Raven commented on the District's progress and asked about the candidates' anticipated acceptance and start dates. Jordan Walker reported that a planned meeting with Heath from the water association conflicted with both candidates' schedules. Vanessa West discussed involving the association in developing daily, weekly, monthly, quarterly, and annual operating checklists. No additional action was taken.

7 Adjournment

Vanessa West adjourned the meeting. The adjournment time was not stated in the transcript.

MAPLETON WATER DISTRICT

Special Meeting Minutes

BOARD OF COMMISSIONERS

Date and time: Monday, September 14, 2026, 2:09 p.m.

Location: Mapleton Lions Club Kitchen, 88151 Riverview Avenue, Mapleton, Oregon

Meeting type: Special meeting

1 Call to Order

Chair West called the special meeting to order at 2:09 p.m.

2 Roll Call

Commissioners; Title; Attendance

Vanessa West; Chair; Present

Art Donnelly; Vice Chair; Present

Steve Elliott; Secretary; Present

Dustin Basurto; Commissioner; Present

Staff Present: Walker

Community Members Present: Raven and Mader

3 Approval of Agenda

The Board added Item 4.4, an update on the District's meeting with its wastewater direct responsible charge consultant. Vice Chair Donnelly moved to approve the agenda as amended. The motion was seconded and approved unanimously.

4 Discussion Items

4.1 Rice Road Improvements Change Order 2 Update

Walker and Vice Chair Donnelly reported that the earlier estimate for Change Order 2 was based on incomplete information and figures that had not yet been confirmed with the contractor. The work involves approximately six or seven service connections rather than the three connections the Board initially understood were included. Site conditions vary, and the revised change order is expected to include plumbing work.

Walker said the original amount was slightly more than $20,500 and that the revised amount was expected to be approximately $25,000 to $30,000. Civil West was expected to provide the final revised change order on September 21 after receiving the plumbing estimate. No Board action was taken because the final document and price were not yet available.

The Board reviewed the project's remaining construction budget. The EPA construction budget is approximately $657,000, and the Wildish contract was approximately $560,000. A revised total of approximately $590,000 would leave about $67,000 for additional needs or unforeseen conditions. Vice Chair Donnelly noted that incomplete utility locates could result in further change orders.

The Board also discussed hydrants, utility locating, access to private property, and customer notification. Walker will confirm which hydrants are included in the project, obtain authorization

from two property owners for Civil West and its subcontractor to work on private property, and follow up on the revised change order. The District's locating equipment was scheduled for delivery to Walker on September 17.

Chair West explained that the affected area would remain under one continuous boil-water advisory during the project to reduce public confusion caused by repeated notices. District representatives had notified customers door to door and by telephone. The Board supported clear notice when the advisory is lifted and discussed including water-advisory status in the District newsletter. Walker will consult with the Oregon Health Authority regarding the updated coliform sampling plan.

4.2 Possible Staffing Agreement with Heceta Water People’s Utility District

Vice Chair Donnelly reviewed prior advice from Mark Knudson to explore cooperation with a nearby water district. He proposed beginning a conversation with Heceta Water People's Utility District about a working relationship while the District continues to prioritize hiring an operator. Possible areas of cooperation included emergency assistance, shared equipment and supplies, bulk water access, cross-training, and opportunities for qualified Heceta personnel to work additional hours for Mapleton under an appropriate agreement.

The Board expressed support for an initial exploratory discussion. Vice Chair Donnelly will contact Heceta's board chair and operations manager and copy Chair West and Walker on the correspondence. Any specific agreement or commitment will return to the Board for consideration and approval. Moonshot Missions and Mark Knudson may help facilitate discussions if they progress.

4.3 Update on Operations Positions

Walker reported that one selected candidate withdrew for medical reasons and the other had not responded to the District. The District therefore had no operations employees at the time of the meeting. The application deadline was extended to September 28, and the posting was updated on the Oregon Association of Water Utilities website. The position remained posted with WorkSource Oregon.

The Board directed Walker to repost the opening on Facebook, place an advertisement in the newspaper, and contact water-operator training programs and placement offices, including Chemeketa Community College. Walker will distribute new applications to commissioners as they arrive and maintain a second applicant file for the reopened recruitment period.

Walker reported that the water system had remained compliant since September 1 and that he was coordinating with Dave regarding operations. Dave recommended flushing dead-end mains. Heath was available the morning of September 23 to assist with flushing and demonstrate dechlorination procedures. Chair West, Commissioner Basurto, and Walker will prepare a list of priority system work and coordinate availability. Priorities discussed included cleaning the intake, flushing mains, checking known leak areas, and inspecting the reservoirs. Secretary Elliott asked to be notified so he could observe intake cleaning.

Commissioner Basurto described safety and access concerns at the intake and suggested adding a second catwalk. Vice Chair Donnelly said the improvement might qualify as a change order under the USDA-funded project as mitigation of future damage. The issue should be raised with the engineer and contractor at the project kickoff meeting.

The Board discussed temporary coverage of plant operations and alarms while recruitment continues. Chair West and Commissioner Basurto will obtain additional training so Walker can

receive regular time off. The Board will place temporary operational coverage and compensation on the next meeting agenda. Walker will include alarm activity and operational responses in the monthly operations report. The Board also discussed reviewing alarm settings with Heath and distinguishing urgent alarms from alerts that can be adjusted or muted safely.

4.4 Wastewater Consultant Update

Chair West and Walker reported on their initial site visit with wastewater consultant Seth Kelly. Kelly toured the wastewater plant, requested operating information, and suggested another contractor who could provide a second estimate for a needed repair. Walker will contact that contractor. Walker sent Kelly the August laboratory results, and Kelly expected to complete and submit the August report on September 15. Kelly had also contacted Brenda and coordinated with Brian regarding the system.

Kelly expects to make in-person visits during the first several months, with remote meetings available when appropriate. His schedule generally favors weekends. Chair West said she was compiling documented wastewater and water experience hours to determine whether she qualified to take certification examinations. She also encouraged Commissioner Basurto to document qualifying experience so the District could develop additional operational capacity.

5 Public Comment

Vice Chair Donnelly announced that he would attend an RCAC-led emergency preparedness and resilience training for small water systems in Salem on September 15. The training was supported by USDA. He will take notes, collect available materials, and report back to the Board.

The Board discussed the Coos Bay wastewater conference scheduled for the last week of September. Walker will resend the conference information to Chair West. Chair West expected to confirm her availability later that day, and no deposit had yet been paid.

6 Adjournment

Vice Chair Donnelly moved to adjourn. The motion was seconded and approved unanimously. Chair West adjourned the meeting at 2:50 p.m.

Mapleton Water District Board of Commissioners Minutes

Regular Meeting September 21, 2026 6:00 p.m.
Mapleton Lions Club Kitchen 88151 Riverview Avenue Mapleton, Oregon

1 Call to Order

Chair Vanessa West called the meeting to order at 6:06 p.m.

2 Roll Call

Commissioners present: Chair Vanessa West; Vice Chair Art Donnelly; Commissioner Dustin Basurto; Commissioner Steve Elliott.

Staff present: Jordan Walker, Office Administrator; Matt Ferkey, Lead Operator.

Community members present: Ray Mader, Pam Sievers, Shauna Orlando, Courtney Stone, and ShirleyMarie Raven.

3 Safety Committee Meeting

Walker identified cleanup near the intake settling tank as a two person task. Chair West requested portable fire extinguishers for field workers and volunteers, suggesting a pool of at least four. The group discussed checking the existing extinguishers at both plants. The discussion ended at approximately 6:09 p.m.

4 Approval of Agenda

Vice Chair Donnelly moved to approve the agenda as written. Commissioner Elliott seconded. The motion carried with all commissioners voting in favor; individual votes were not identified in the transcript.

5 Consent Agenda

The board reviewed the minutes, August timesheets, and August expenditures. Vice Chair Donnelly moved to approve the consent agenda as written. A second was recorded, but the transcript does not clearly identify the commissioner who seconded. The motion carried with all commissioners voting in favor; individual votes were not identified.

6 Discussion Items

6.1 Hearing on the USDA Rural Development Grant

Vice Chair Donnelly described the proposed refurbishment of the district's two 300,000 gallon water storage tanks as the required public hearing. Work would include repairs, controls and security upgrades, and backup solar power. He described approximately $800,000 in federal grant funding and a state match, totaling approximately $1 million. He estimated the district loan portion of the match at approximately $175,000, at 1 percent over 30 years, with the other portion funded as a grant. Donnelly reported the insurer accepted lighting and hardened ladder access instead of fencing. No motion was made.

6.2 Board Offices and Policies

Walker reported that newly appointed commissioners signed oaths in July and board officers were selected May 18. Commissioners agreed to review the board policy manual and its shorter summary before the next meeting; Walker agreed to circulate copies. They discussed updating photographs, biographies, and outdated staff information on the website. Sievers expressed interest in the vacant board seat. Walker said the vacancy would be published before consideration of an appointment. Chair West said she did not intend to seek another term in 2027.

6.3 Repairs to Sewer Treatment Plant Pump

The board discussed a pending second bid for pump repairs. Estimated total costs discussed ranged from approximately $10,000 to $20,000, depending on contractor and method and including parts ordered by the district. Walker said the Sewer Fund might need another General Fund loan; an earlier $11,000 loan remained outstanding. Commissioners anticipated a special meeting after receipt of the final bid to consider the repair agreement and financing. No contract or loan was approved.

6.4 Open Operations Positions

Walker reported receiving resumes through Indeed and agreed to share them with commissioners. The board discussed hiring a lead operator before filling an assistant operator position. Chair West described pursuing operator certification as another possible resource.

6.5 Current Status of Operations

Walker reported completion of water and sewer testing and submission of the prior month's discharge reports. A potential reporting error had been corrected. On Ferkey's recommendation, the water plant control computer was disconnected from the internet as a security precaution; telephone alarms remained functional. The board discussed recurring chlorine alarms and reviewing alarm settings with technical support.

6.6 Rice Road Improvements Change Order 2 Revision

Walker presented a revised change order with not to exceed allowances of $3,000 each for plumbing time and materials and vacuum excavation. Commissioners discussed unidentified underground valves, limitations of the district's as-built drawings and locating equipment, and the project contingency. Commissioner Elliott questioned whether all feasible locating work had been done before construction and expressed concern about future change orders. Vice Chair Donnelly said the project remained within budget.

The board returned to the item later. Walker described the revised change order increase as $31,500, including $6,000 added to the previously discussed version. Vice Chair Donnelly moved to approve the revised change order. Commissioner Elliott seconded. The motion carried with all commissioners voting in favor; individual votes were not identified.

6.7 October Town Hall Update

Vice Chair Donnelly reported an organizing meeting for the water infrastructure town hall the following morning. The group discussed outreach, future infrastructure needs, project funding, affordability, volunteer recruitment, food, a poster, social media, and press coverage. No formal action was taken.

6.8 Sewer Reclassification Policy

Walker recommended considering the treatment of formerly commercial accounts alongside overall sewer rates. The board discussed the effect of reclassification on other customers, outstanding Sewer Fund loans, consistent application of a policy, and input from sewer customers. Chair West proposed an open work session before a future meeting. Walker planned a sewer specific mailing about septic tank requirements. No rate or classification policy was adopted.

6.9 Coos Bay Wastewater Conference

Chair West confirmed she planned to attend the conference on Monday and Tuesday of the following week. Walker said he would release the other reservations and provide the itinerary.

6.10 Volunteer Opportunities for Board Members

Chair West identified two person tasks at the sewer plant, including flushing approximately ten remaining drain field lines, vegetation work, and cleanup. She also mentioned intake cleaning, water plant organization, and blowoffs. Commissioners discussed clearing brush at the Chestnut Street pump house and treatment plant.

Commissioner Elliott offered to help with sewer line flushing, and Commissioner Basurto offered to address the pump house brush pile.

6.11 Water Treatment Trailer for Autumn Equinox Block Party

Commissioner Basurto discussed using the district's water treatment trailer at the Friday block party. The board expressed support and discussed checking the hitch and parking the trailer level so its enclosure could close securely. No motion was recorded.

6.12 Project Updates

6.12.1 EPA Rice Road

Construction was underway. Walker estimated roughly two to three weeks of remaining work, depending on field conditions. Commissioners reported favorable comments about the contractor's interactions with residents.

6.12.2 ECWAG Intake Improvements

Donnelly reported that tree removal was expected Thursday through Sunday. The district was seeking an on site kickoff meeting with Green Suns and had signed a letter of intent but not a final contract. The Lane County permit remained pending; the county might require larger culverts, potentially leading to a change order.

6.12.3 Wastewater Facilities Plan

The district continued to await DEQ review.

6.12.4 USDA Storage Tank Refurbishment

The board addressed this project during the hearing under item 6.1.

6.12.5 EDA Wastewater Rehabilitation Hardening

Donnelly reported that the district submitted materials in response to a request for information and received confirmation of submission.

6.13 Purchase Approvals

There were no purchase approvals.

7 Business Reports

7.1 Treasurer's Report

Walker reported a Sewer Fund balance just under $4,500 at the end of August, with an advance bill from the sewer service provider expected to reduce the balance. No transfers occurred during August. An EPA reimbursement request for Rice Road expenses had been submitted, and the district received a payment application from Wildish. Walker said the approximately $6,241 sewer repairs entry reflected tank pumping.

7.2 Billing Report

Walker reviewed year over year August billing. He reported that total past due balances declined by approximately $1,400. The board discussed sewer revenue and a streetlight billing change expected to appear in a later expenditure report.

7.3 Risk Management Report

Walker discussed public meetings training and agreed to resend the training information to Commissioner Elliott. He reported following up on an appraisal and with the district's insurance agent.

8 Committee Reports

8.1 Grant Committee

Donnelly reported submission of an approximately $248,400 Regional Infrastructure Fund application for engineering, with a decision expected around the end of October. The board discussed outstanding Business

Oregon documentation for the EDA project, including rate schedules and possible authorization language for loan repayment from sewer revenue. Donnelly said Oregon Community Foundation funding would likely favor joint community programs over infrastructure purchases or ordinary operations.

8.2 Emergency Committee

No update was given.

8.3 Finance Committee

Walker reported submitting further documents for the audit of the fiscal year ending in 2025. He hoped to complete it by month's end because the pending audit affected a Business Oregon funding application.

8.4 Operations Committee

8.4.1 Operations Manager Report and Staff Meeting Notes

The board referred to the included staff meeting notes and discussed work at both plants. No separate action was recorded.

8.4.1.2 OAWU Training

Training was listed on the agenda; no separate substantive discussion or action is identifiable in the transcript.

8.4.2 Water System Update

Walker described a newly reported leak on East Mapleton Road, a known leak on the district's side of a meter beneath a driveway, and a possible leak or valve problem near the old Forest Service property. The board discussed assessing repairs with technical help. Walker reported that PFOS testing returned a nondetect result; supplies for October annual testing had arrived. The group discussed regular flushing at a low use sampling endpoint.

8.4.3 Sewer System Update

Chair West and Walker reported progress clearing clogged drain field lines and discussed establishing regular flushing. Ferkey advised removing accumulated sludge from a tank during pump work if practical, possibly after transferring liquid to reduce pumping costs. No expenditure was authorized.

8.5 Administration Committee

Walker and Donnelly discussed organizing district records, including prior grant materials. The RCAC rate study remained in management review; an income survey would be a separate later effort.

9 Board Reports

No additional board reports were given.

10 Public Comment

Raven asked about the SOS customer bill assistance program. Walker reported modest recurring donations and approximately ten vouchers issued since the program began. Chair West offered to match up to $300 in contributions. Participants discussed exploring a partnership to expand assistance, including possible help with private service line repairs. No district commitment was approved.

11 Future Items

Future discussions identified included the sewer pump bid and financing, sewer rate and reclassification policies, operator applicants, intake tree work, and a report from the town hall organizing meeting.

12 Adjourn

A motion to adjourn was stated at 8:32 p.m. The transcript does not clearly record a second or vote. The meeting concluded at approximately 8:32 p.m.

Mapleton Water District

Board of Commissioners Special Meeting Minutes

September 30, 2026 | Draft for approval

Location: Mapleton Lions Club Kitchen, 88151 Riverview Avenue, Mapleton, Oregon

1 Call to Order

Vanessa West called the special meeting to order at 10:05 a.m.

2 Roll Call

Commissioners present: Vanessa West, Art Donnelly, Dustin Basurto, and Steve Elliott.

Also present: Jordan Walker, Office Administrator; Matt Ferkey, community member.

3 Approval of Agenda

The agenda was revised to remove Resolution 2026-24 Sewer Fund Debt Authorization and substitute a wastewater operators conference review as item 4.2. Jordan Walker reported that the resolution was unnecessary based on advice from the District's Business Oregon contact.

4 Discussion Items

Wet Well Repair Estimates

The Board reviewed wet well repair estimates from Cascade and US West Corporation. Both vendors had been recommended by industry professionals. Cascade offered comparable work for approximately $3,000 less. Discussion favored repairing the existing pump as an interim measure while the District pursued grant funding for longer-term sewer improvements.

The Board discussed costs beyond the repair estimate, including parts and pumping, and questioned whether prevailing wages would apply. Preparatory work discussed included using the available isolation plug, gradually pumping down the wet well with supervision and approval from the supervising operator, investigating repair of the broken isolation valve extension, and verifying the guide rail length.

Motion: Steve Elliott moved to approve Cascade's wet well repair estimate. Art Donnelly seconded. The motion carried by voice vote.

Wastewater Operators Conference Review

Vanessa West reported on operator recruitment, contacts with neighboring wastewater systems, and resources identified at the conference. She proposed working with Seth and Monty on permit documentation and obtaining more information about a wastewater support organization with an annual membership cost of approximately $280 for consideration at a future meeting.

The Board emphasized sending septic tank pumping notices promptly so customers would have time to budget. Jordan Walker reported that the pumping deadline was later in 2027 and that the notice had not yet been sent.

Update on the Operations Positions

Jordan Walker reported approximately 15 applications or resumes for the assistant operator position, all received through Indeed. Commissioners discussed the urgency of hiring, the possibility of hiring an assistant before a lead operator, and a suggestion to expand the residence or response area from 30 minutes to one hour. No hiring decision or formal change to the requirements was made.

Commissioners agreed to review the applications and submit five to seven preferred candidates each to Jordan Walker. Jordan would compare selections, send a reminder Friday morning, and arrange interviews for the following week. Monday or Tuesday was preferred, with Vanessa West available until 3:00 p.m. Commissioners could also identify applicants to be contacted about the lead operator position.

Additional Operations Updates

Steve Elliott planned brush clearing at the sewer treatment plant over the weekend, with Art Donnelly offering to assist. Art reported that five hazardous trees near the intake had been removed and that the remaining two cedars were scheduled for removal Saturday. The next phase of site work awaited Oregon Department of Fish and Wildlife and Lane County approvals. Art anticipated that weather could push some work into spring and reported that work already underway satisfied the grant activity requirement for 2026.

5 Public Comment

Art Donnelly reported an Economic Development Administration request for additional information on the sewer grant application, with a response due Friday. He requested documentation of the dechlorination pump installation, preferably pump and contractor invoices. Vanessa West agreed to locate the records and forward them to the District office.

Vanessa West reported receiving an email from Chris Briggs stating that the ordered equipment would ship the following day. No further public comment was offered.

6 Adjournment

The meeting adjourned at 10:45 a.m.