

MAPLETON WATER DISTRICT

BOARD OF COMMISSIONERS

SPECIAL MEETING MINUTES

August 27, 2026 | 11:00 a.m.
Mapleton Lions Club Kitchen
88151 Riverview Avenue, Mapleton, Oregon

1. Call to Order

President West called the special meeting to order at 11:03 a.m.

2. Roll Call

Commissioners Present: President Vanessa West; Vice President Art Donnelly; Secretary Steve Elliott; Commissioner Dustin Basurto.

Commissioners Absent: None. One board position was vacant.

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

Community Members Present: ShirleyMarie Raven; Tina Ferkey.

Others Present After Recess: Sean Lloyd, project engineer; representatives of prospective project bidders.

3. Amendments to the Agenda

West reported that the District had learned that morning of a 2:00 p.m. public bid opening for the USDA ECWAG Intake Improvements Project. The Board agreed to extend the meeting, recess as necessary, and reconvene for the bid opening.

Motion: Elliott moved to extend the meeting, take a recess as needed, and add the 2:00 p.m. bid opening to the meeting. West seconded. West, Donnelly, Elliott, and Basurto voted in favor. The motion carried unanimously.

West also requested review of the USDA-required contract and insurance documentation for the tree-removal contractor before execution.

Motion: Donnelly moved to add review of the USDA formal contract for the tree-removal contractor to the agenda. Elliott seconded. West, Donnelly, Elliott, and Basurto voted in favor. The motion carried unanimously.

4. USDA Tree-Removal Contract and Insurance

Donnelly explained that the District's insurance agent and legal counsel had reviewed the signed estimate with Sperry Tree Care, the contractor had supplied a certificate of insurance, and a disputed

clause had been removed. USDA subsequently required execution of its short-form contract in addition to the signed estimate.

West requested confirmation that the contractor's coverage was adequate for potential damage to District facilities. Walker agreed to compare the coverage with Lane County requirements before requesting signatures. After the recess, Elliott reported that Lane County generally requires \$2 million per occurrence and \$4 million aggregate and allows umbrella coverage to count toward those limits. The contractor's certificate showed \$1 million per occurrence, \$2 million aggregate, and \$3 million umbrella coverage. The Board agreed that the available coverage appeared sufficient, subject to confirmation of USDA's requirements.

Lloyd stated that he would provide the USDA supplemental insurance requirements. Once compliance is confirmed, the District may execute the USDA contract and return it for processing.

5. Offers of Employment for Lead Operator and Assistant Operator

The Board discussed the candidates interviewed in executive session and agreed that any employment offer should be contingent upon satisfactory criminal-background and reference checks. Elliott and Basurto agreed to assist with review of the background information.

Motion: Elliott moved to offer the Lead Operator position to Jason Ellertson, contingent upon satisfactory criminal-background and reference checks. Donnelly seconded. West, Donnelly, Elliott, and Basurto voted in favor. The motion carried unanimously.

Motion: Elliott moved to offer the Assistant Operator position to Jose Avila under the same conditions, contingent upon satisfactory criminal-background and reference checks. Donnelly seconded. West, Donnelly, Elliott, and Basurto voted in favor. The motion carried unanimously.

After the recess, Elliott reported that he had spoken with Avila, left a message for Ellertson, and would obtain the necessary consent forms and complete the checks as soon as responses were received.

6. Designated System Supervisor Approval

The Board discussed temporary wastewater designated system supervisor services. The preferred proposal from All the Flows was \$1,200 per month and included one monthly site visit, either in person or by videoconference, with additional services billed separately. Members preferred a short-term arrangement because Ellertson was expected to become qualified to assume the responsibility after completing required testing and paperwork.

Before the recess, the Board tabled the item to allow Walker to clarify the proposer's hourly rates and contract terms, Basurto to inquire whether Oregon Association of Water Utilities could provide temporary coverage, and West to ask the current supervisor whether he could extend his service. After the recess, West reported that the current supervisor could not continue beyond August 31. The Board confirmed that All the Flows would provide services on a month-to-month basis.

Motion: Elliott moved to accept the All the Flows proposal for designated system supervisor services on a month-to-month basis. Donnelly seconded. West, Donnelly, Elliott, and Basurto voted in favor. The motion carried unanimously.

7. Recess and Public Bid Opening

The Board recessed at 11:28 a.m. and reconvened at 1:56 p.m. The public bid opening began at 2:00 p.m. Lloyd opened and read the following bids for the USDA ECWAG Intake Improvements Project:

Bidder	Bid Amount
H&J Construction, Inc.	\$468,303.50
Johnson Rock Products	\$472,849.00
Ray Wells, Inc.	\$396,481.00
Trench Line Excavation	\$406,637.89
Pacific Excavation	\$444,316.00
Wildish	\$634,536.00
Green Suns, Inc.	\$348,450.00

Lloyd identified Green Suns, Inc. as the apparent low bidder. He stated that the engineer would verify the documents and calculations, prepare the bid tabulation and analysis, and issue and post the notice of intent to award. No award was made during the meeting.

The Board and Lloyd discussed the range of bids, prior experience with Green Suns, project access and construction details, and coordination of tree removal with the larger project.

8. Additional Employment Discussion

Ferkey and Tina Ferkey expressed concern that the Board had not selected Ferkey for the Lead Operator position. Ferkey stated that he did not apply under the posted terms because the job description did not provide what he considered industry-standard on-call compensation or minimum call-out pay. Tina Ferkey stated that retaining an operator familiar with the system would be less risky than hiring candidates from outside the area and expressed concern about the sustainability of the Board's decision.

West and Basurto responded that the District had conducted a formal recruitment based on the job description adopted by the Board and interviewed applicants who responded to that posting. West stated that Ferkey had submitted a separate proposal seeking different terms but had not applied for the posted position. Donnelly acknowledged unresolved concerns about pay structure, management, and job-description provisions, including on-call compensation, but stated that the Board had acted collectively under the adopted recruitment process. No motion was made on Ferkey's proposal.

9. Adjournment

After departures reduced the number of commissioners present below a quorum, West adjourned the meeting at 2:43 p.m.