MAPLETON WATER DISTRICT
TIMESHEET

EMPLOYEE: JORDAN WALKER

DATES: SEPTEMBER 16-30, 2026

		HOURS		MILEAGE	
DATE:	**TASK, ACTIVITIES AND PROJECTS:**	**WATER**	**SEWER**	**WATER**	**SEWER**
9/16	Submitted timesheet; addressed generator-test alarm; coordinated Rice Road investigation, funding and lumber; supplied wet-well repair information, discharge permit, Cascade Water Works follow up.	8			
9/17	Processed SPWF application; coordinated Rice Road funding; called Ryland about availability; reported service leak; confirmed radar receipt and coordinated check signatures, accounts payable, sewer drainfield.	3.5	1.5		
9/18	Clarified wet-well repairs; confirmed voucher receipt; requested radar insurance; sent EDA/SPWF documents; coordinated agenda, drainfield plans and plumber availability, meeting prep, mail/payments, customer callback, PUD payment follow up. Application reviews.	8			
9/19	Distributed September 21 board agenda; discussed SCADA/Sensaphone connectivity; lumber/supplies for shelving, GPR insurance.	3.5		30	
9/20					
9/21	Met with Dustin; coordinated Rice Road work, technical assistance and radar locating; prepared board/hearing materials and staff update; delivered audit support, meeting prep and meeting, mail/payments.	11			
9/22	Returned signed permit and Change Order 2; confirmed guide rails; arranged conference payment; approved town-hall flyer; coordinated repair materials and trailer hitch, resume upload, meeting follow ups.	4			
9/23	Paid conference registration; shared resumes/training; scheduled OAWU visit; followed up on EPA/NPDES, leak, IT, board records and wet-well order; purchased hitch, mixed gas to sewer/water treatment plants	6.5		30	
9/24	Delivered audit answers/reports; routed repair estimate; obtained publication affidavit/invoice; coordinated plant access/storage.	6			
9/25	Supplied rates and resolution for SPWF application; coordinated technical assistance with Heath; planned town-hall information for customer newsletter, read meters, mail/payments.	9		12	
9/26	Supplied customer balance/payment information; reported water-loss performance after Halverson leak repair; acknowledged sewer and trailer updates, reads and read logs.	3.25		6	
9/27	Forwarded conference schedule to Vanessa; acknowledged sewer-status and operator-coverage updates.	.25			
9/28	Handled new service and canceled outage notice; coordinated tree-removal records and meeting; requested audit invoice; sent DSL receipt and leak videos, payments/mail.	7.5			
9/29	Delivered audit records; confirmed account status; sent agenda/grant resolution; coordinated rate study/printing; investigated leak with radar and asked about pressure.	6			

		HOURS		MILEAGE	
DATE:	**TASK, ACTIVITIES AND PROJECTS:**	**WATER**	**SEWER**	**WATER**	**SEWER**
9/30	Parts update/print quote; checked sewer testing equipment; reported sensor power-on and unusable calibration solution; coordinated meeting and permit copy, payments/mail, billing prep and review, payments/mail, audit info, OPB deposit.	5.5		30	
TOTAL:		82	1.5	108	

MAPLETON WATER DISTRICT
TIMESHEET

EMPLOYEE: JORDAN WALKER

DATES: SEPTEMBER 1-15, 2026

		HOURS		MILEAGE	
DATE:	**TASK, ACTIVITIES AND PROJECTS:**	**WATER**	**SEWER**	**WATER**	**SEWER**
9/1	Processed Williams credit; attended Rice Road meeting with Verdantas and Wildish; prepared Resolution 2026-23 and USDA notice to Siuslaw News; completed timesheets; provided Business Oregon loan information for auditors; prepared for meetings.	8			
9/2	Handled meter box; followed up on Mapleton technical assistance; prepared Donnelly business Oregon documents; attended Heath and EDA meetings; compiled audit information; prepared USDA notice; processed payroll; handled Ellertson offer call and DSL payment.	9			
9/3	Updated skid parameters; followed up on pressure vessel; completed OHA reports; processed mail and bills with West.	6.25			
9/4	Processed mail and payments; set up DSS account; completed OHA reports, DEQ update, Business Oregon update regarding audit, audit responses.	8			
9/7	Processed accounts payable and billing; meter reads and filing; followed up on audit and camera; plant garbage; reviewed Filtertech manual.	8		26	
9/8	Followed up on sewer matters and GPR; prepared EPA payment request and ECWAG notice of intent; scheduled backflow device testing; followed up on sewer equipment; completed Hesse read log and audit responses; prepared EPA Rice Road reimbursement request.	8.5			
9/9	Followed up with Tricia (RCAC) and Hesse; followed up on camera; completed PFAS testing, audit responses.	7.5			
9/10	Disconnected Doran-Lee; prepared onboarding documents; processed Kingsbury credit; delivered dechlorination supplies to plant; completed meter read; prepared audit responses; followed up on hiring.	5.75			
9/11	Returned Nicholson call; prepared board update; worked on audit; followed up on dosing pump kit and Moonshot; checked in with DRC; added DRC to Sensaphone alerts; made OPB deposit.	7.75		30	
9/12	Attended DSS meeting; reviewed WTP parameters; reviewed email and completed follow-up.	2	2		
9/14	Updated ALG form and contacts; sent BOD/TSS information to Seth Kelly; updated operations job postings; handled Zeimer off; returned Christianson and Gardner calls; prepared for meeting; processed mail and payments.	8			
9/15	Met with Mike and Wildish regarding completion of Rice Road; closed WTP camera support ticket; followed up with DRC on revised coliform sampling plan; replied to Brian and Hornung; posted jobs; adjusted plant parameters; contacted Cascade Water Works; prepared property-owner authorization and Best Septic revision W9.	7.5			
TOTAL:		86.25	2	56	