

# MAPLETON WATER DISTRICT

PO BOX 435, MAPLETON, OREGON 97453

## RESOLUTION NO. 2026-14

### A RESOLUTION ESTABLISHING POLICIES FOR WATER AND SEWER LINE LOCATES

WHEREAS, the Mapleton Water District owns, operates, and maintains public water and sewer infrastructure within its service area; and

WHEREAS, accurate and timely utility locates are necessary to protect District infrastructure, support public safety, and reduce the risk of damage to water and sewer lines; and

WHEREAS, locate requests may require District staff time, specialized equipment, institutional knowledge, or assistance from an underground utility locating contractor; and

WHEREAS, the District must respond to locate requests within applicable timelines, including the two-business-day locate window; and

WHEREAS, the Board of Commissioners finds it necessary to establish a clear policy for determining whether locate requests will be completed by District staff or by an underground utility locating contractor;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MAPLETON WATER DISTRICT AS FOLLOWS:

#### **Section 1. Purpose.**

The purpose of this Resolution is to establish District policy for evaluating and completing water and sewer line locate requests in a timely, efficient, and responsible manner.

#### **Section 2. Authority to Determine Locate Method.**

Upon receipt of a water or sewer line locate request, the Operations Manager, or a designee appointed by the Board of Commissioners, shall determine whether the locate request will be completed by District staff or by an underground utility locating contractor.

#### **Section 3. Factors for Determination.**

In determining whether a locate request will be completed by District staff or by an underground utility locating contractor, the Operations Manager or Board designee may consider factors including, but not limited to:

1. Staff availability;
2. The urgency and deadline for the locate request;
3. The complexity or uncertainty of the utility location;
4. The availability and accuracy of District records;
5. The risk of damage to District infrastructure;
6. The need for specialized equipment or technical expertise;

7. The location, depth, material, or age of the water or sewer line;
8. Safety considerations; and
9. Any other operational factor deemed relevant to the protection of District facilities.

**Section 4. Six-Hour Determination Requirement.**

Due to the two-business-day locate window, the Operations Manager or Board designee shall make the determination described in Section 2 within six hours of the District’s receipt of a locate request, whenever practicable.

**Section 5. Use of Underground Utility Locating Contractor.**

If the Operations Manager or Board designee determines that a locate request should be completed by an underground utility locating contractor, the District may authorize the contractor to complete the locate as necessary to meet applicable deadlines and protect District infrastructure.

**Section 6. Completion by District Staff.**

If the Operations Manager or Board designee determines that a locate request can be completed by District staff, District staff shall complete the locate in accordance with applicable requirements, District procedures, available records, and standard utility locate practices.

**Section 7. Documentation.**

The District shall maintain records of locate requests, including the date and time received, the determination made under this policy, whether the locate was completed by District staff or a contractor, and any relevant notes regarding completion of the locate.

**Section 8. Implementation.**

The Operations Manager and District staff are authorized and directed to implement this policy and to take all actions necessary to ensure timely processing of water and sewer line locate requests.

**Section 9. Effective Date.**

This Resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Commissioners of the Mapleton Water District this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

	Commissioner	Aye	Nay	Present, Not Voting	Absent
Position 1	A. Donnelly				
Position 2	S. Elliott				
Position 3	D. Basurto				
Position 4	V. West				
Position 5	S. Kelly				
Vote Totals					

BOARD OF COMMISSIONERS

MAPLETON WATER DISTRICT

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Vanessa West, Chair

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Steve Elliott, Secretary