

STAFF MEETING NOTES

Mapleton Water District | July 27, 2026

Participants: Jordan Walker, Matt Ferkey, and Dustin Basurto; Brian Stevens participated by telephone for the wastewater discussion.

Primary focus: Wastewater recirculation tank No. 2, confined-space work, upcoming field activities, and water treatment plant operations.

Operator Training and Sampling

- Basurto and staff briefly reviewed questions from the small water system operator examination, including pressure/elevation conversions and sampling procedures.
- Ferkey clarified that the district's surface-water requirements differ from groundwater-only small-system material covered by the examination.
- The coliform sample point at the booster pump should be accessed with a tool rather than by reaching into the space. Ferkey noted that the sample tubing could be extended or relocated to provide safer surface access.

Customer Service Valve

- The district-side service shutoff at the Pinnell property is binding and began to seep when moved. The customer is replacing the private service line and was advised to install a customer-side shutoff valve.
- Ferkey planned to inspect and attempt the shutoff, coordinate with Steve if needed, and determine whether a live valve replacement would be necessary.

Wastewater Treatment Plant - Recirculation Tank No. 2

- Tank No. 2 has remained full and is not recirculating properly. Staff suspects damage or disconnection involving the pump discharge, guide rail, or associated plumbing. The lowering chain also needs replacement.
- Stevens advised moving the stagnant wastewater slowly from tank No. 2 into tank No. 1 with a small submersible sump pump and garden-hose-size discharge. Slow transfer will keep the contents from becoming septic while avoiding an abrupt load on the gravel filter and disinfection system.
- Staff agreed to place an interim pump in tank No. 2 as soon as practical, run it continuously into tank No. 1, and closely monitor both tank levels after the change.
- The splitter box will be returned to winter mode, approximately eight slots discharging and three recirculating, to lower plant tank levels. Staff will monitor conditions during the day and recheck them the following morning. If tank No. 1 remains high, the floats should be investigated.
- A confined-space-qualified contractor is needed to isolate and drain tank No. 2, inspect the equipment, repair the guide rail or discharge connection, and replace the lowering chain. Sandbagging the inlet may be considered, but staff noted the risk of a bag failing where district personnel cannot safely retrieve it.

Wastewater Sampling and Compliance

- The next sampling event was identified for August 4, with pickup on August 5. Staff's goal is to stabilize the plant before that event.
- Stevens cautioned against moving sampling dates based on anticipated results. Additional sampling may help calculate monthly averages for TSS or BOD, but corrective E. coli sampling would require an intensive 24-hour sequence and would not necessarily eliminate an initial violation.

Confined-Space Equipment and Policy

- Tim Tice recommended an all-in-one four-gas meter with electronic record capability and straightforward maintenance. Any meter would require a bump test before each use.
- Staff discussed the broader equipment and training required for district-performed entry, including retrieval equipment and qualified personnel. Contractor pricing will help determine whether confined-space work should continue to be hired out rather than performed in-house.
- The booster-pump sample point and any other tasks that cross a confined-space boundary should be reviewed, with surface-access tools developed where feasible.

Projects, Meetings, and Scheduling

- A ground-penetrating radar demonstration was expected Tuesday. The project preconstruction meeting was scheduled for the following Tuesday.
- Art was expected to meet with Sperry Tree Care regarding required tree removal. The funding representative emphasized that the trees causing the problem must be removed as part of the project and indicated that additional funding could be considered if necessary.
- The planned work with Heath from OAWU was postponed because staff expected to be occupied with the wastewater response, tree work, and the equipment demonstration.
- A possible hot-transfer test was deferred until later in the week, depending on workload.
- Walker will remove Cameron's purchasing authorization and add Basurto to the district accounts at Pro Lumber and True Value.

Water Treatment Plant Skid

- Ferkey reviewed remote skid shutdown procedures with Walker. When finished-water pressure is 12.9 psi or higher late at night, Walker may stop the skid through ControlByWeb rather than allow it to continue filling until an automatic shutdown.
- The skid was observed still running at approximately 13.6 psi during the meeting, and Ferkey stopped it remotely. Additional hands-on training will be provided so Walker can confidently start and stop the skid as conditions require.

Action Items

- **Ferkey / Basurto:** Install an interim sump pump to move wastewater slowly from tank No. 2 to tank No. 1; monitor both tanks closely.
- **Ferkey:** Set the splitter box to winter mode (approximately 8 out / 3 recirculating), recheck levels, and inspect floats if tank No. 1 remains high.
- **Walker:** Contact confined-space-qualified sewer contractors for tank isolation, inspection, guide-rail/discharge repair, and chain replacement.
- **Ferkey:** Inspect the binding Pinnell service shutoff, coordinate with Steve, and determine whether a live valve replacement is required.
- **Walker:** Follow up with Heath to postpone the OAWU work session.
- **Walker:** Update purchasing accounts by removing Cameron and adding Basurto at Pro Lumber and True Value.
- **Ferkey / Walker:** Continue remote skid start/stop training and use the 12.9 psi late-night shutdown guidance.
- **District:** Compare contractor costs with the equipment, training, testing, and staffing needed for an in-house confined-space program.

STAFF MEETING NOTES

Operations, Administration, and Project Coordination

Date: August 3, 2026

Participants: Jordan Walker, Matt Ferkey, and Dustin Basurto

Additional participation: Julie Doran-Lee joined briefly regarding customer accounts

Key Decisions and Agreements

- Proceed with completing the purchase of the ground-penetrating radar (GPR), including needed batteries and chargers. Walker and Ferkey expressed support for the purchase. The team will seek inclusion of the tablet and explore whether the vendor can place the District on a list for a discounted vacuum-excavation trailer.
- Cancel the additional staff meeting planned for August 4 because the day already includes a 10:00 a.m. kickoff meeting and a 3:00 p.m. job-description meeting.
- Continue Sunday field chlorine-residual checks. Flushing of the Highway 36 line should be considered because of its low-use endpoint conditions.
- Ferkey will take the required E. coli sample to Eugene. This travel and work time will be paid.

Discussion Summary

Sewer System and DSS Coverage

- Baxter indicated that the requested sewer work is outside its normal scope. Roto-Rooter had not responded. PACX stated it can perform the work, subject to scheduling. Ray Wells also offered to review the situation; Walker will connect Wells with Ferkey.
- The District needs a replacement designated system supervisor (DSS) because Brian is expected to leave at the end of August. No alternate DSS candidates had yet been contacted.
- Ferkey described a possible provisional-certification pathway allowing him to serve as DSS while completing self-paced treatment and collections coursework and gaining qualifying experience under supervision. The estimated District cost was approximately \$6,000, largely paid work time. Remote supervision by Brian or another contracted supervisor may be possible, but eligibility, experience credit, and supervision requirements must be confirmed with DEQ.
- The team discussed excessive accumulated sludge and the lack of routine pumping over many years. Recent weekend sewer work also highlighted the need for a consistent on-call, callback, and days-off policy. The issue should be resolved by the next regular board meeting or before September 1.

GPR, Locates, and Mapping Records

- Testing showed the GPR to be highly useful for District water-line locates, particularly in neighborhoods and for future projects such as Rice Road. Known limitations include difficulty detecting thin-wall PVC sewer pipe and a very deep main near Riverview Avenue, Highway 126, and the railroad. Additional settings, training, and testing may improve results.
- Ferkey identified possible undocumented infrastructure near Riverview and recommended additional investigation with the yellow metal detector and/or another approach from the railroad side. A third opinion from Heath was also discussed for Rice Road locates.
- Legacy plans found in the office contain valuable information on the reservoirs, contact chambers, water mains, valves, and earlier projects. The plans should be reviewed, scanned, and linked to Diamond Maps where practical. Civil West or another provider may be able to perform the scanning and mapping work.

Water Operations and Compliance

- The plant was started manually after tank levels declined. Ferkey temporarily adjusted chlorine alarm setpoints to avoid an unnecessary early startup and will reset the chlorine settings. Contact time remained acceptable during the adjustment.
- Walker downloaded the operational data and will prepare the monthly reports.
- The team discussed the contact chambers and observed an estimated contact time of about 40 minutes. Existing plans may help verify the chamber configuration and support future T10/contact-time review.
- The sewer chlorine equipment requires periodic calibration. Staff need to locate the lab-grade chlorine ampules, believed to be refrigerated at the coffee shop or sewer plant, and bring the ampules, gels, and handheld instruments to Brian. The required calibration interval should be confirmed before scheduling the work.

Customer Service and Field Follow-Up

- Rita Johnson's Walnut Street meter increased from 856 to 1,754 cubic feet and showed a leak for 7–14 days during the prior 30-day period. Staff will inspect the known leaking service line.
- A Rice Road residence had not completed the service application after receiving an application and deadline notice. Staff will complete the shutoff if the paperwork remains outstanding.
- The team discussed a recently installed three-quarter-inch PEX service line. Ferkey was concerned that an internal brass/compression fitting may create an unnecessary flow restriction. The installation should be reviewed before similar work is repeated.
- Doran-Lee requested removal of the coffee shop account from automatic payment and closure of service. Walker noted a September 10 closure date; the final stop date and prorated bill should be confirmed.
- For another account, Walker will keep Josh's payment account active, transfer charges since April 16 to Javen Zapell's new account, and offer a payment arrangement.

IT Security and Administrative Items

- Ferkey observed an unfamiliar logo or prompt on a District computer and sent Walker a screenshot. Walker will submit the issue to Ben. The SCADA computer is outside the current Siuslaw Tech support agreement and may need separate security coverage.
- The prior Ninja remote-management software was not visible in the installed-program list. Walker will follow up with Ferkey before closing the existing support ticket.
- Ferkey's timesheet remained outstanding. Sharon Schrink donated a refrigerator to the District for operational use.

Follow-Up Items

Owner	Action
Ferkey	Deliver the E. coli sample to Eugene and complete the outstanding timesheet.
Walker	Connect Ray Wells with Ferkey; continue follow-up with PACX and Roto-Rooter as needed.
Walker / Ferkey	Complete the GPR purchase, request inclusion of the tablet, and ask about the discounted vacuum-excavation trailer list.
Ferkey	Finish remaining locate work; recheck the Riverview area with appropriate metal-detection equipment and test alternate approaches/settings.
Walker	Arrange review and digitization of legacy plans for possible integration into Diamond Maps.
Walker / Ferkey	Identify DSS candidates and confirm the provisional DSS pathway, supervision arrangement, qualifying experience, timing, and costs with Brian and DEQ.
Board / Administration	Establish a consistent policy for after-hours calls, weekend work, and work performed on scheduled days off by the next regular meeting or before September 1.
Ferkey	Reset chlorine alarm settings, consider flushing the Highway 36 line, and continue operational follow-up.
Walker	Prepare monthly operational reports from the downloaded data.
Walker / Ferkey	Locate refrigerated chlorine calibration standards and confirm the required calibration frequency with Brian.
Operations	Inspect Johnson's Walnut Street service line and complete the Rice Road shutoff if the service application remains incomplete.
Operations	Review the recently installed PEX service and its internal fitting for possible flow restriction.
Walker	Finalize the coffee shop autopay/service closure and transfer the April 16-forward charges to Javen Zapell's account with a payment arrangement.
Walker	Send the computer screenshot to Ben, confirm SCADA security coverage, and follow up before closing the Ninja support ticket.

STAFF MEETING NOTES

Monday, August 10, 2026

Organization: Mapleton Water District

Participants: Jordan Walker, Dustin Basurto, and Matt Ferkey (joined later)

Purpose: Operations coordination and project follow-up

Discussion Summary

Rice Road Project and Legacy Service Lines

- Staff reviewed a legacy three-inch line crossing private property in the Rice Road project area. No recorded easement has been located for the affected alignment.
- The project is an opportunity to relocate infrastructure into the public right-of-way and eliminate or reduce reliance on legacy lines through backyards.
- The existing three-inch line may serve more properties than originally understood. Staff discussed field verification, including locating the line, exposing connection points, and confirming where it terminates.
- Possible approaches included tying the three-inch line into the new main, pulling one-inch service lines through the existing pipe, or installing new service lines from the new main while temporarily leaving meters in their current locations.
- Wildish appears to view work between the relocated meters and the homes as outside its current scope. Responsibility for design, labor, homeowner coordination, and cost must be clarified before construction reaches this area.
- Any additional work may require a project change order. The project contingency may be available for service-line changes, hydrants, and other unforeseen project needs.

Equipment and District Vehicle Needs

- Staff revisited purchasing a line-pulling/line-bursting kit, estimated at approximately \$1,200-\$1,300. The equipment could support the Rice Road work and future replacement of the line crossing the water treatment plant parking area.
- A district work truck or similar vehicle remains an operational need. Staff noted that transporting tools and materials in personal vehicles reduces efficiency and limits readiness for field work.

Operator Recruitment and Coverage

- Staff discussed the need for a contingency plan if a replacement operator is not in place by September 1.
- The operator posting received substantially more Facebook engagement than typical district posts and had been shared 14 times. OAWU was expected to post the opening, and the position was also listed on the state website.
- The district's wage range appears generally competitive for an entry-level operator but may be low for a certified lead operator. Staff discussed reviewing the district's ability to increase compensation and the value of certification opportunities.
- Jordan prepared an information request for potential wastewater designated system supervisor candidates. Matt recommended describing the facility as a recirculating gravel filter using chlorine disinfection and calcium thiosulfate dechlorination, with septic tank effluent terminology.

Operations and Pending Work

- Water service to the cemetery remains unresolved. Although not an immediate priority, the issue should be investigated, including its implications for fire protection.
- A leak remains on Walnut Street. The customer may also have a private-side leak, based on prolonged high usage.
- The final PFAS sample should be collected either August 11 or the following Tuesday, depending on Heath's availability.
- A contractor visit was rescheduled for Wednesday. Jordan agreed to be available as backup emergency operator from approximately 10:00 a.m. to 5:00 p.m.
- The intake site's upper manhole cover is difficult to handle. Matt planned to replace the cast-iron cover with an aluminum cover.
- Staff discussed site security and the need for contractors and visitors to coordinate before traveling to the water treatment plant or intake.

Action Items

- **Contact Heath** to request an on-site visit, review Rice Road conditions, and, if available, bring ground-penetrating radar. Coordinate the PFAS sampling date around his availability.
- **Follow up with Olga** regarding the unresolved project matter discussed with Wildish.
- **Follow up with Nick** regarding return or disposition of the locating equipment and batteries.
- **Confirm the contractor's Wednesday scope** and identify whether contract-operator services are available or relevant.
- **Verify the three-inch line** in the Rice Road area: determine the properties served, locate connection points and termination, and inspect the affected meter/service configuration.
- **Ask the engineer and project manager** to clarify responsibility and cost for reconnecting the affected homes, including whether a change order is required.
- **Review easement records** and pursue any easements needed for existing or proposed lines outside the right-of-way, including the Hobbs area.
- **Research the specifications and total cost** of a line-pulling/line-bursting kit, including sufficient cable for runs of approximately 200 feet.
- **Develop an operator coverage plan** for September 1 if recruitment is not complete, and review the financial feasibility of adjusting compensation.
- **Complete the final PFAS sampling** and continue follow-up on the cemetery service, Walnut Street leak, and intake manhole cover.

Upcoming Date

- Regular Board Meeting: Monday, August 17, 2026.

Staff Meeting Notes

Date: August 17, 2026

Present: Jordan Walker, Matt Ferkey, and Dustin Basurto

Discussion Summary

- **Engineering and staffing.** TEC is attempting to coordinate with the original equipment manufacturer regarding possible reuse of the sewer pump and confirmed that it has confined-space capabilities. The District has received two assistant operator applications and two, possibly three, distribution system study proposals. Walker will redact applicant information before distributing the applications to the Board. TEC also provided references, which staff recommended contacting.
- **Water treatment operations.** Plant flow and water production are strong, with the system consistently drawing more source water than it did while using the rental skid. Backwash water use has increased modestly, but most produced water is entering distribution and storage. Staff observed some reduction in customer consumption following the recent conservation communication.
- **Tank levels and system demand.** The treatment skid's indicated remaining run time did not appear to match the tank level. Higher seasonal demand may explain the discrepancy, but Ferkey will continue monitoring and consider checking the distribution system for a leak if conditions remain unusual.
- **Membranes and pre-strainer.** Ferkey plans to contact Chris at TEC regarding the pre-strainer and intends to return all membrane units to service by the end of August. Two membrane repairs are expected to involve adhesive work, potentially using a vacuum pump to draw adhesive into the repair area.
- **Sewer pump inspection and safety.** No new hazards were identified. Staff discussed whether the pump and associated piping could be removed and inspected from above with long-reach tools and lifting equipment, avoiding a confined-space entry. Any such work would require confirmation that isolation valves function, appropriate lifting equipment, careful retrieval of hardware, and a safe reinstallation plan.
- **Tree-removal contract.** A proposed tree-removal contract was expected for Board review at the August 17 meeting. Insurance questions appeared to be resolved, and the agreement had also been sent to legal counsel for review.
- **Outstanding distribution projects.** Outstanding work includes the Walnut-area leak and a non-urgent treatment-plant line. Staff discussed a line-bursting kit, estimated at approximately

\$1,300, and whether one might be borrowed. A replacement ground-penetrating radar unit has been ordered; Walker is awaiting an estimated delivery date.

- **Rice Road project.** The contractor plans to connect most new service lines directly at the meters, but two locations are expected to retain portions of their existing private service lines. Ferkey requested curb stops at those locations. Staff discussed pressure testing, the two mainline tie-ins, customer shutoffs, excavation controls, and coordination with the appropriate regulatory contacts regarding bacteriological sampling and whether a boil-water advisory will be necessary.
- **Flushing and chlorine residual.** Staff discussed lower chlorine residual near the school and the value of operating the remote drinking fountains to move water. Recent flushing included hydrants near the boost pump and possibly the school; Ferkey will confirm the completed locations from field records.
- **Alder Street locate.** A fence installation requires locating the District's water facilities near the Pendergrass property. Staff reviewed the likely main, valve, blowoff, and meter locations and noted that the area should be marked in white before the locate.

Follow-Up Items

- **Walker:** Redact the assistant operator applications and distribute them to Board members.
- **Walker:** Provide or circulate TEC's references and coordinate reference checks.
- **Ferkey:** Contact Chris at TEC regarding the pre-strainer and continue membrane repairs, with the goal of restoring all units by the end of August.
- **Ferkey:** Continue monitoring tank levels, skid operation, and distribution demand; investigate for a leak if the discrepancy persists.
- **Staff:** Evaluate the sewer pump removal concept, including valve isolation, long-reach tooling, lifting equipment, confined-space requirements, and safe reinstallation.
- **Staff:** Check whether a line-bursting kit can be borrowed before purchasing one.
- **Walker:** Follow up with the ground-penetrating radar vendor for an estimated delivery date.
- **Ferkey/Walker:** Coordinate the Rice Road shutdown and tie-ins with the contractor and regulatory contacts, including customer notice, excavation controls, sampling, and any boil-water advisory requirements.
- **Ferkey:** Confirm recent hydrant-flushing locations and continue monitoring chlorine residual near the school.
- **Staff:** Complete the Alder Street locate before the proposed fence work.