MAPLETON WATER DISTRICT

Board of Commissioners

Unapproved Bid Opening and Special Meeting Minutes

June 3, 2026

2:00 p.m. Bid Opening / 3:00 p.m. Special Meeting

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

BID OPENING

The bid opening for the Rice Road Improvements Project began at approximately 2:10 p.m.

Roll Call / Introductions

Commissioners Present:

- Chair Vanessa West
- Vice Chair Art Donnelly

Staff Present:

- Jordan Walker, Office Administrator
- Matt Ferkey, Lead Operator
- Cameron Forrette, Assistant Water System Operator

Engineering / Project Representatives Present:

- Lorenzo Curtis, Verdantas / Civil West
- Mike Brown, Verdantas / Civil West
- Sherwin Gormly, Verdantas / Civil West

Contractors / Community Members Present:

- Donald Anderson, Pacific Excavation
- Ray Mader, Community Member
- ShirleyMarie Raven, Community Member

Rice Road Improvements Project Bid Opening

Curtis opened the bid packages received for the Rice Road Improvements Project. Curtis explained that the bids would be read as apparent base bids, but that Verdantas would review and tabulate the bid schedules before issuing the official result.

The following bids were opened and read:

Bidder — Base Bid Read

- Pacific Excavation — $570,097.00
- Ray Wells, Inc. — $642,939.00
- Wildish Construction — $549,185.00
- H&J Construction — $668,929.75

Curtis stated that Wildish Construction appeared to be the apparent low bidder at $549,185.00, subject to engineering review and confirmation. Curtis also noted that a late email from Laskey Clifton Corporation was received after the 2:00 p.m. deadline and was not accepted.

Donnelly asked whether the bid results could be shared with a contractor who contacted him during the bid opening. Curtis stated that the information was public but that Verdantas would issue the official notice after confirming the bid tabulations.

West said that one of the bidders shares the last name of her husband but is not related in any way. She wanted this included in the minutes.

SPECIAL MEETING

Chair West called the special meeting to order at approximately 3:01 p.m.

Roll Call

Commissioners Present:

- Chair Vanessa West
- Vice Chair Art Donnelly
- Commissioner Dustin Basurto

Commissioners Absent:

- Commissioner Steve Elliot
- Commissioner Sharon Kelly

Staff Present:

- Jordan Walker, Office Administrator
- Matt Ferkey, Lead Operator
- Cameron Forrette, Assistant Water System Operator

Community Members Present:

- Ray Mader
- ShirleyMarie Raven

A quorum was present.

1. Approval of the Agenda

West suggested that the executive session should occur before Item 5, Operations Compensation and Employment Policies. Walker stated that the Board could call the executive session during the meeting without changing the written agenda.

Motion: Vice Chair Donnelly moved to approve the agenda as written.

Second: Chair West seconded the motion.

Vote: West, Donnelly, and Basurto voted in favor.

Result: Motion passed unanimously.

2. Consent Agenda

2.1 Meeting Minutes

2.2 April Timesheets

2.3 April Expenditures

Walker stated that the consent agenda had been tabled from the May 18, 2026 regular meeting.

Motion: Vice Chair Donnelly moved to approve the consent agenda tabled from the May 18, 2026 regular meeting.

Second: Commissioner Basurto seconded the motion.

Vote: West, Donnelly, and Basurto voted in favor.

Result: Motion passed unanimously.

3. Donnelly Reimbursement

Walker explained that Donnelly had purchased Adobe software needed to complete grant application work. Donnelly stated that the software was primarily required for the EDA application and was also used for a USDA application. Donnelly stated that the federal application process required the use of proprietary software and that he purchased the shortest available term rather than a full year.

Walker stated that the reimbursement amount was $74.94.

Motion: Commissioner Basurto moved to reimburse Donnelly $74.94 for Adobe software.

Second: Chair West seconded the motion.

Vote: West, Donnelly, and Basurto voted in favor.

Result: Motion passed unanimously.

4. Resolution 2026-14, A Resolution Establishing Policies for Water and Sewer Line Locates

4.1 Alternative Proposed Resolution

Walker introduced Resolution 2026-14 and stated that two versions had been provided, including an initial version and an alternative version incorporating feedback.

Ferkey discussed the District's need for improved locate capability and presented information regarding a ground-penetrating radar unit. Ferkey stated that the equipment would not necessarily eliminate the need for an outside locating contractor, but could substantially reduce the number of locate requests requiring outside assistance. Ferkey also stated that the equipment would support daily operations by helping staff identify unknown or poorly documented lines, meters, and service connections.

Donnelly stated that improved locating capability could reduce liability and that he had already intended to place the equipment purchase on a future agenda. West stated that she was interested in the equipment but wanted reasonable limits on outside locating expenses. Raven asked whether the District would still be able to contract with Hole in One or another locating contractor when necessary. West and staff confirmed that the District could still request outside locating services when needed.

Ferkey stated that the proposed ground-penetrating radar unit was a used demonstration unit from Northwest Hydrovac, with a quoted price of approximately $15,907, not including a tablet. Ferkey stated that the District already had a compatible tablet and that the seller could come to the District to demonstrate the equipment.

The Board discussed whether to proceed with Resolution 2026-14 or table the matter pending the possible equipment purchase and further revisions to the locate policy.

Motion: Vice Chair Donnelly moved to provisionally approve the purchase of the ground-penetrating radar equipment, pending employee and operations manager approval.

Second: Basurto seconded the motion.

Vote: West, Donnelly, and Basurto voted in favor.

Result: Motion passed unanimously.

Motion: Commissioner Basurto moved to table Resolution 2026-14 until the next meeting.

Second: Chair West seconded the motion.

Vote: West, Donnelly, and Basurto voted in favor.

Result: Motion passed unanimously.

Raven asked whether the District could still hire a locating contractor on a one-time basis if needed before the resolution returned to the Board. West stated that the District could do so if needed.

Executive Session

The Board entered executive session under ORS 192.660(2)(i), to review and evaluate the employment-related performance of a public officer, employee, or staff member who did not request an open hearing.

Walker stated the statutory basis for the executive session on the record and turned off the recorder. The Board returned to open session. No final action was taken in executive session.

5. Operations Compensation and Employment Policies

After returning to open session, West introduced the discussion of operations compensation and employment policies. Walker explained that draft materials had been prepared based on work with Elliot and Basurto and that the materials were intended as starting points rather than final proposals.

Basurto stated that he had not yet fully coordinated with Elliot and that some provisions needed clarification. Basurto also stated that HR Answers recommendations should be incorporated into any final policy. West stated that the on-call policy should be developed with input from HR Answers and the Oregon Association of Water Utilities before being brought back to the Board and then reviewed by legal counsel.

Ferkey expressed concern regarding the proposed on-call language, stating that he had effectively been on call continuously and that the draft did not adequately address circumstances where an operator is available for response even when not working a full schedule. West stopped the discussion and stated that the Board needed professional guidance before continuing detailed debate on the policy.

West stated that the Board should follow the previously discussed process: work with HR Answers and OAWU, develop a more complete policy proposal, return it to the Board for review, and then submit it to legal counsel if appropriate.

Motion: Chair West moved to postpone the operations compensation and employment policy discussion until the Board had professional assistance sufficient to continue the work.

Second: Basurto seconded the motion.

Vote: West and Basurto voted in favor. Donnelly stated he was not in favor but acknowledged the Board did not have a practical alternative.

Result: Motion passed, three to zero.

Donnelly noted that his vote in favor was out of necessity given the circumstances.

6. Public Comment

Raven commented that if the Board later determines that past compensation or on-call practices were not equitable to employees, the Board should consider whether some form of retroactive adjustment is appropriate. West stated that the issue could be discussed with HR Answers and OAWU as part of the policy development process.

Ferkey asked to make a public comment. West stated concern about the nature of the comment in light of the employment-related discussion. Ferkey stated that he quit effective immediately. West stated that the Board needed a reset.

7. Adjournment

Donnelly stated that the Board should adjourn. The meeting was adjourned at approximately 3:36 p.m.