



MAPLETON WATER DISTRICT TIMESHEET

EMPLOYEE: MATTHEW FERKEY

DATES: July 1st-15th, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
1 st	WTP, office, lift boil water notice	2		4	
2 nd	start skid, office, check numbers stop skid	2			
3 rd	Edit Sensaphone schedule, recap skid shutdown and alarm confirmation. WTP, salt, reagents, strainers, turbidimeters, intake, read meter orchard, rv park, field residual, 9 miles	2.5		9	
4 th	OFF				
5 th	OFF				
6 th	Adjust skid parameters, check intake & wtp, flush hydrant at MFD, field residual MFD,	2		4	
7 th	7th leaks at rv park and rice road, board meeting, call with Dave DRC	8.25		8	
8 th	dealing with weird issue with Scada at WTP, office	2		4	
9 th	operations meeting, check blow offs in field, check pressure vessel, operations at WTP. End user blowoff, call Brian DSS	6		10	
10 th	Sub in Office, check intake, adjust intake clean strainer, check boost pump pressure vessel	5.5		8	
11 th	OFF				
12 th	OFF				
13 th	employee meeting and discussing planned power outage.	2			
14 th	Start skid. locate & leak training with OAWU	5			
15 th	water samples, clean strainer, check intake, read log, clean cordless shop vacuum. VFD at office and call with ALG	3		15	
TOTAL:		40.25		62	



MAPLETON WATER DISTRICT TIMESHEET

EMPLOYEE: MATTHEW FERKEY

DATES: July 15th -31st , 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
16 th	meeting at sewer Build generator wiring Run boost pump.	5		12	
17 th	start skid, check sewer meter + operations at office stop skid	3			
18 th	sewer check and locate work	2		6	
19 th	Return generator to WTP	.5		4	
20 th	employee meeting, leak at end of Riverview, board meeting and minor operations meeting after board meeting	7			
21 st	sewer with Florence electric, Water leak at riverview and operations at office	2	3.5		
22 nd	Check hour meters and recirculation pump at sewer and general water operations	3	1.5		
22 nd	Remove recirculating pump from sewer, verify pump works		1.5		
23 rd	sewer call,, residual at at boost pump, check pressure vessel, check intake, check leaks at WTP, check reagents, clean PRV strainer, fix small leak on first user line, email don@undergroundtech.net sewer repair quote email and photos.	1.5	1	8	
24 th	start skid, read meters, check intake,	2		25	
25 th	Call with Steve board member water district related 6 minutes, Scheduled day off.	0.1			
26 th	missed call from Steve at 10:33, text from Steve requesting return call. 10:45 2 minute call with Steve. Scheduled day off.	0.1			
27 th	employee meeting, PRV strainer, meter stop E. Mapleton rd, adjust splitter Sewer bypass pump, office, leak on maple	5	1.5	8	
28 th	sewer and locate work/GPR work, read log, calls with DEQ	4	3	8	
28 th	Missed call, returned call and follow up text with Steve regarding hose bib corrosion and water quality concerns	.25			
29 th	GPR practice locate for rice road, meeting.	5			
30 th	sewer and intake adjustments, sewer pumps	1.5	1	4	
31 st	Sewer sludge clean out		9		
TOTAL:		41.95	22		



**MAPLETON WATER DISTRICT
TIMESHEET**

EMPLOYEE: JORDAN WALKER

DATES: JULY 1-15, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
7/1	Prepared timesheets; notified customers that the boil notice was lifted; printed, stuffed, and mailed bills with CCR inserts; processed Streamline invoice; purchased plant logbook; activated Presnell account.	9.5			
7/2	Completed monthly OHA reports; handled customer billing inquiry; sent job description to HR Answers/SDAO; met with S. Elliot; closed Rowe account; prepared supplemental materials for Donnelly.	8			
7/3	Completed CCR certification; reviewed weekend coverage with Ferkey; processed payroll and accounts payable; acknowledged SDIS appraisal; updated Sensaphone alarm; processed payments/mail; completed meter read/new account; checked SAM registration; addressed Maple Lane meter leak; reviewed SAIF invoice/payroll report; followed up on MALA GPR quote.	8			
7/4	Cleaned strainers; checked signer-change resolution; drafted agenda.	2			
7/5	Completed sewer training with Brian; cleaned strainers and adjusted/documented PDT time; performed accounting and meeting preparation.	5	.75		
7/6	Completed end-of-month accounting; processed mail/payments and final bills; followed up with SDAO; contacted Siuslaw Tech regarding Microsoft invoice; checked on replacement STP probe; reviewed operating logs.	7.75			
7/7	Responded to district-side leaks at Maple Lane RV and Weiss property; coordinated Isom meter-box replacement; updated backflow fee; worked on SAM registration; contacted Buck's Sanitary; processed mail.	6			
7/8	Completed sewer training with Vanessa and small-water-system operator training; spoke with DRC; obtained document signatures.	8.5	.75		
7/9	Held staff meeting; completed sewer training; handled OPB deposit/signer update; purchased batteries; followed up on planned power outage and Lane County sewer payments.	8.5	.75	30	
7/10	Completed banking forms and staff meeting notes; trained Ferkey on ABS; processed payments, mail, and remote deposit; reviewed intake O&M; followed up with OGEC; ordered handwheel; handled PFAS tests.	7.25			
7/11	Checked WTP, intake, and settling tank; performed sewer duties; reviewed Tuesday meeting minutes from Vanessa.	1	.75		
7/12	Performed sewer and WTP checks; checked intake and settling tank; completed visitor log.	1	1		
7/13	Held staff meeting and prepared notes; reviewed Ferkey certifications; attended Moonshot meeting; completed OPB account changes and accounts payable; researched citric acid.	8.5		30	
7/14	Attended SDAO board training and OAWU GPR/leak-detection training; reviewed staff meeting notes; prepared water-conservation announcement; handled final-bill callback; prepared Moonshot Missions documents; processed Blackwood chargeback, Ellis update, Doran-Lee rental-letter account changes, job-description consolidation, and Ford/Pendergrass credits.	9.75			
7/15	Prepared archaeologist scope of work; processed leak adjustment; followed up with OAWU/SDAO; handled SAIF update and Zolezzi correspondence; addressed Ford service-line leak and Johnston angle stop.	1			
TOTAL:		91.75	4	60	



**MAPLETON WATER DISTRICT
TIMESHEET**

EMPLOYEE: JORDAN WALKER

DATES: JULY 16-31, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
7/16	Completed timesheets; obtained signature for archaeologist; prepared CBRL right-of-way materials; monitored sewer power outage.	2			
7/17	Compiled board packet; prepared minutes, resolution, and engagement letter; finalized and posted agenda; processed payroll and accounts payable.	8			
7/18	Addressed sewer pump issue; prepared for meeting; performed plant work.	2	2		
7/19	Prepared for meeting; performed plant work.	3	1		
7/20	Prepared for meeting; added Dustin to Facebook page; checked in with Coakley; handled audit engagement letter; arranged new-board-member training; prepared resolution; coordinated with Florence Electric on sewer pump and Irrigation King on warranty; prepared operations report.	11			
7/21	Completed SAIF payroll report; mailed CBRL resolution and insurance certificate; obtained chair's document signatures; attended OAWU/commissioner meeting; followed up on transfer resolution; arranged STP electrician appointment.	7.75		30	
7/22	Processed transfers and accounts payable; handled ECWAG permit correspondence and permit payment.	2			
7/23	Obtained right-of-way signature; processed ECWAG transfer; worked on SWSO exam; followed up with employment attorney.	2			
7/24	Updated accounts; processed Stripe payments; followed up on meter; categorized transactions; processed payments and mail; handled Rice Road account notice and USDA documents; attended USDA work session; sent SAIF/SDIS insurance certificates and DRC certification to USDA; updated SDIS information; sent ECWAG link; prepared CDS funding resolution; sent job description for legal review and updated it.	7.75			
7/25	District administrative and operational work – daily sewer numbers	1	.75		
7/26	District administrative and operational work – daily sewer numbers	1	1		

7/27	Prepared late notices; processed mail and payments; rescheduled OAWU meeting with Heath; forwarded sewer testing results; followed up on ECWAG permit and Lane County sewer invoice; attended staff meeting; addressed rate-study questions; changed Pro Lumber/True Value accounts; prepared assistant operator job description.	8			
7/28	Followed up on wells and Moore usage; prepared Hoyle visit press release; addressed Troutman high usage; attended GPR meeting with Frappier; updated Ellis name; sent DRC certification to USDA; processed Civil West invoices/accounts payable and bank transfers; followed up with confined-space contractor.	8			
7/29	Cleaned office; completed sewer cleanup and pH meter copies; supported Congresswoman Hoyle visit.	5			
7/30	Cleaned office and back room; handled Lane County sewer invoice; worked on IT security.	2			
7/31	Processed OPB deposit; completed dechlorination work; followed up with E. Stubbs; processed Troutman, Moore, Ford, and Pendergrass credits; handled Riverview Culvert sewer invoice; followed up on IT security.	9		30	
TOTAL:		79.5	4.75	60	