MINUTES

Budget Hearing and Regular Meeting | June 15, 2026

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

Budget Hearing: Called to order at 5:34 p.m.; closed at 6:04 p.m.

Regular Meeting: Opened at 6:04 p.m.; adjourned at 7:17 p.m.

BUDGET HEARING

1. Call to Order

Chair West called the budget hearing to order at 5:34 p.m. She noted the meeting date and location. Vice Chair Donnelly informed those present that Commissioner Sharon Kelly had passed away earlier that day, and the attendees acknowledged her loss.

2. Roll Call

Commissioners Present: Chair Vanessa West; Vice Chair Art Donnelly; Commissioners Dustin Basurto and Steve Elliott (Elliott joined during the hearing at approximately 5:54 p.m.)

Staff Present: Jordan Walker, Office Administrator

Community Members Present: Matt Ferkey; ShirleyMarie Raven

Absent: Position 5 vacant following the death of Commissioner Sharon Kelly

3. Presentation of the Budget Committee Approved Budget

Walker reviewed the Budget Committee-approved budget page by page. The discussion included the following:

- Available cash on hand included anticipated grant reimbursements. Approximately $20,000 in EPA reimbursement had been received, while reimbursement for ECWAG expenses was not expected before the end of the fiscal year.
- General Fund personnel services had been increased from the proposed $176,340 to $200,347, primarily for operations wages.
- Because the District had increased its capitalization threshold to $5,000, purchases below that threshold would generally be reported under materials and services rather than capital outlay.
- The Board discussed increasing General Fund capital outlay from $10,000 to $20,000 for potential equipment needs and reducing materials and services by the same $10,000, to $206,720, without changing total appropriations.
- The Riverview Culvert Capital Project Fund remained on the state budget forms for historical reporting even though the fund had been closed.
- Walker relayed the budget preparer's concern that the District's contingency was low and that recommendations from the RCAC rate study should be seriously considered.

4. Public Comment

Raven and Ferkey participated in the budget discussion, including questions and comments concerning equipment classification, operational needs, and the presentation of historical and projected figures. No separate formal public testimony was offered.

5. Close Budget Hearing

With no further questions, the budget hearing was closed at 6:04 p.m. No action was taken during the hearing; adoption was reserved for the regular meeting.

REGULAR MEETING

1. Opening of the Regular Meeting

Chair West opened the regular meeting at 6:04 p.m. The attendance listed above remained applicable.

2. Safety Committee Meeting

Walker reported materials at the water treatment plant that needed to be put away to eliminate trip hazards. Basurto raised summer fire-prevention readiness. Ferkey identified vegetation growing around the Chestnut pressure-vessel building, and Donnelly volunteered to assist with clearing it. The safety meeting closed at 6:04 p.m.

3. Approval of Agenda

The agenda was amended to add Item 5.0, formal recognition that Board Position 5 was vacant. Discussion of the proposed budget adjustment was included under Resolution 2026-15.

> **MOTION: Vice Chair Donnelly moved to approve the agenda as amended. The seconder was not identified in the transcript. The motion carried unanimously, 4-0.**

4. Consent Agenda

Minutes were not available and were deferred to the next meeting. The Board reviewed the May timesheets and expenditures. Walker explained that the revised expenditure report corrected an earlier report that had omitted some transactions.

> **MOTION: Vice Chair Donnelly moved to approve the consent agenda, consisting of the May timesheets and May expenditures, with the minutes deferred. The seconder was not identified in the transcript. The motion carried unanimously, 4-0.**

5. Discussion Items

5.0. Board Position 5 Vacancy

The Board discussed the process for filling the remainder of Commissioner Kelly's term. Vice Chair Donnelly identified Cameron Forrette as an interested community member, and the Board directed that the vacancy be publicized before an appointment is considered.

> **MOTION: A motion was made and seconded to declare Board Position 5 vacant; the mover and seconder were not identified in the transcript. The motion carried unanimously, 4-0.**

5.1. Resolution 2026-15 - Adopting the Budget and Making Appropriations

The proposed amendment increased General Fund capital outlay by $10,000, from $10,000 to $20,000, and decreased General Fund materials and services by $10,000, to $206,720.

> **MOTION: Vice Chair Donnelly moved to approve Resolution 2026-15 and the budget with the proposed change. The seconder was not identified in the transcript. The motion carried unanimously, 4-0.**

5.2. Upcoming Board Training by SDAO

The Board confirmed an in-person SDAO training work session for Tuesday, July 14, 2026, at approximately 4:00 p.m. Because no Board action was anticipated, the session would be noticed as a work session.

5.3. Operations Position Vacancies Update

Vice Chair Donnelly stated that compensation policy and job descriptions needed to be adopted before the positions could be advertised. Basurto had prepared a draft Lead Operator job description using materials from OAW and HR Answers. Walker agreed to distribute the draft, and Commissioners Basurto and Elliott planned to meet with Heath at the District office at 2:30 p.m. the following day.

The Board discussed whether water and sewer leadership should be combined or staffed separately. Ferkey recommended that a Lead Operator supervise both systems with qualified assistants. No final staffing structure was adopted. Members also discussed available operator training, including the July 8 online Small Water Systems course.

5.4. Project Updates

EPA Rice Road. The Board reviewed the engineer's recommendation to award the pipeline improvements contract to the low bidder, Wildish Construction. A contractor kickoff meeting would follow. The project also required an inadvertent discovery plan and on-site archaeological monitoring; three estimates were being sought, with an estimated reimbursable cost of approximately $15,000.

> **MOTION: Commissioner Basurto moved to award the Rice Road Pipeline Improvements Project to Wildish Construction and authorize Chair West to sign the notice of intent to award. Vice Chair Donnelly seconded. The motion carried unanimously, 4-0.**

ECWAG Intake Improvements / Coos Bay Rail Line Agreements. Coos Bay Rail Line had waived its proposed fees, but legal counsel and the District's insurer requested revisions to the crossing agreements. The delay threatened the desired early-July bid schedule and could require a funding-extension request. Vice Chair Donnelly proposed exploring a transfer of inaccessible District property adjoining the railroad as an incentive. Chair West expressed concern about conveying public property without due diligence and requested legal review and investigation of the property and alternatives. No action was taken; a special meeting could be scheduled if timely Board direction became necessary.

Wastewater Facilities Plan. A draft facilities plan was received on the day of the meeting and would be distributed to the Board. Vice Chair Donnelly explained that the DEQ-required plan evaluates the system, recommends improvements, and supports future wastewater grant applications.

Storage Tank Refurbishment. Vice Chair Donnelly noted that the environmental and archaeological work being performed for Rice Road would also inform the tank project. No separate action was taken.

Wastewater Rehabilitation Hardening. No substantive update was presented.

OREM Emergency Water Station Trailer. Members indicated that this completed item should be removed from future agendas.

5.5. Purchase Approval - WTP Portable Toilet

The Board considered temporarily relocating the water treatment plant portable toilet for the Mapleton High School Summer Solstice event. The vendor proposed exchanging units between locations at an estimated total cost of approximately $100, and the event organizers offered reimbursement.

> **MOTION: Commissioner Elliott moved to authorize the portable-toilet arrangements, with reimbursement by the event organizers. No second was recorded in the transcript. The motion carried unanimously, 4-0.**

6. Business Reports

Treasurer's Report. Walker reported no notable May variances and stated that the Sewer Fund showed an operating surplus of $6,834.80 as of the prior month.

Billing Report. No report was available.

Risk Management Report. Walker would provide access to the online public-meetings training. Vice Chair Donnelly reported completing the two most recent trainings offered.

7. Committee Reports

Grant Committee. Vice Chair Donnelly reported that pending grant applications remained under review. EPA's WaterTA program had identified Moonshot Missions as a possible provider of free technical assistance concerning compensation, job descriptions, and training; the scope and start date were not yet known.

Emergency Committee. Basurto was identified as the current emergency-committee contact. Chair West agreed to prepare a one-page starting guide and update emergency contact information.

Finance Committee / FY 2024-25 Audit. Walker reported that the auditor determined a higher level of review was required based on the District's budget size. Chair West had signed a revised engagement letter, and the District was awaiting further work from the auditor.

Operations Committee / Operations Manager Report. Regular operations meetings had paused while Walker learned plant operations. The Board agreed to resume meetings and include Walker, Basurto, and Neil as an informal operations team. Walker would distribute the available staff-meeting notes.

Water System Update. Walker reported that the District was producing water and that he remained in frequent contact with Dave. Ferkey had provided informal technical assistance, and additional training was expected.

Sewer System Update. Basurto had trained with Cameron and was completing routine sewer operations. The system had transitioned to summer operation without reported problems. Brian continued to provide designated-system-supervisor support and additional assistance as needed, and Monty from OAW had visited to become familiar with the system for potential emergency support.

Administration Committee / District Records Project. The records project remained on hold because of competing priorities.

Rate Study with RCAC. Walker reported that Tricia was developing rate scenarios and expected supervisory review within several weeks. A preliminary draft could be available within one or two months.

8. Board Reports

The Board discussed the need to assign officer, committee, and check-signing responsibilities at the July meeting. Walker disclosed that, with only Chair West and Walker currently authorized to sign checks, he might have to sign his own paycheck temporarily. The matter would be addressed after review of the District's adopted policies.

9. Public Comment

No additional public comment was offered on items not appearing on the agenda.

10. Future Items

- Sewer customer policies.
- Appointment process for vacant Board Position 5 and public notice of the vacancy.
- Election of officers; committee assignments; and designation of additional check signers.
- Operations compensation policy and job descriptions.
- A District picnic or barbecue; Walker would identify possible dates.

11. Adjourn

MOTION: Commissioner Basurto moved to adjourn. No second was identified in the transcript. The motion carried unanimously, 4-0. Chair West adjourned the meeting at 7:17 p.m.

Approved by: Date:

____________________________________ Vanessa West, Chair: ____________________________________