

# 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, reduce the risk of damage to water and sewer lines, and limit potential liability to the District; and

WHEREAS, locate requests may require District staff time, specialized equipment, training, institutional knowledge, accurate records, 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; and

WHEREAS, the Board of Commissioners recognizes that District staff should not be required to complete water or sewer line locates unless the District has sufficient equipment, training, records, and staff capacity to complete the locate in accordance with applicable requirements and accepted utility locating practices;

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, responsible, and legally defensible manner.

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

Upon receipt of a water or sewer line locate request, the Lead Water System Operator, in consultation with 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. Six-Hour Determination Requirement.**

Due to the two-business-day locate window, the Lead Water System Operator, in consultation with 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 4. Factors for Determination.**

In determining whether a locate request will be completed by District staff or by an underground utility locating contractor, the Lead Water System Operator, 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, completeness, 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. Whether District staff have adequate equipment and training to complete the locate;
9. Safety considerations;
10. Potential liability to the District; and
11. Any other operational factor deemed relevant to the protection of District facilities.

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

If the Lead Water System Operator, in consultation with the Operations Manager or Board designee, determines that a locate request cannot be safely, accurately, or timely completed by District staff, the District may authorize an underground utility locating contractor to complete the locate.

Use of a contractor is appropriate when the District lacks the necessary equipment, training, records, staff availability, or technical capacity to complete the locate in accordance with applicable requirements and accepted utility locating practices.

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

District staff may complete a water or sewer line locate only when the Lead Water System Operator, in consultation with the Operations Manager or Board designee, determines that District staff have sufficient information, equipment, training, and capacity to complete the locate safely and responsibly.

Nothing in this Resolution shall be interpreted to require District staff to complete a locate by guessing, relying on unsupported assumptions, or using informal methods that are not consistent with accepted utility locating practices.

#### **Section 7. Equipment and Training.**

If the Board of Commissioners determines that District staff should routinely complete water or sewer line locates, the District should evaluate the need for appropriate locating equipment,

staff training, written procedures, and recordkeeping practices necessary to support accurate and defensible locate work.

**Section 8. 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 9. Implementation.**

The Lead Water System Operator, Operations Manager, Board designee, 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 10. 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