





MAPLETON WATER DISTRICT TIMESHEET

EMPLOYEE: MATTHEW FERKEY

DATES: June 15-30, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
23 rd	daily tasks, skid, communications with filter tech and Vanessa regarding errors on skid operating program	2.5			
24 th	operations at office, PFAS water samples, post office, repair skid, check/ adjust intake, call Dave DRC, attempted call Nick OHA.	5.5		12	
25 th	operations at office telephone call with Rose city labs, scheduling, planning, stuffing envelopes. training for/meter reading and training at WTP	6.5		24	
25 th	4:30pm-7:30pm set up and prep for generator connection and disconnect.	3			
25 th	8:45pm-1am operate generator/boost pump	3.25			
26 th	Operate generator, disconnect generator and call it a night. midnight-1am	1			
26 th	put skid back in auto (put in "off" at 8:45pm to reduce risks and prevent alarms during power outage) check security cameras, tank levels, water quality conditions. Respond to communications regarding operations Return generator to WTP after boost pump operations. Work at intake and settling tank, added salt to cl2 generator, clean PRV strainer, Leak at maple	7		12	
27 th	Leak work on maple, check intake, flush line on maple, check water quality parameters and tank levels	4.5		8	
28 th	check leak on maple, flush hydrants at alder and fir, check intake, brush clearing at WTP,	3.5		8	
29 th	remote check/daily tasks, adjust chlorine, calls with filter tech regarding alarms and monthly operating reports. Calls with Dave regarding operations.	4			
30 th	30 th 8:30-10am water samples for boil water notice	1.5		8	
30 th	12:45-4:15 prep for backfill of maple leak, clean PRV strainer, backfill, training for boost pump and valves, tools back to WTP, clean and adjust intake.	3.5		12	
TOTAL:		45.75		84	

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
6/1	Sewer, staff meeting.	1	1.5		
6/2	Sewer.		1.5		
6/3	Sewer.		1.5		
6/4	Sewer.		1.5		
6/5	Sewer.		1.5		
6/6	Sewer.		1.5		
6/7	Sewer.		1.5		
TOTAL:		1	10.5		

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
6/22	Office, meeting	4			
6/23	Office	2			
TOTAL:		6			



MAPLETON WATER DISTRICT TIMESHEET

EMPLOYEE: JORDAN WALKER

DATES: JUNE 1-15, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
6/1	Reviewed leak detector report, SDAO budget information notice, wastewater facility plan correspondence, FEMA/BRIC documents, water-rights/Rice Road request materials, and customer voicemail; coordinated band saw blade order, staff meeting notes, OCF technical assistance grant, and water trailer press release follow-up.	7			
6/2	Coordinated Rice Road/Wildish and Lane County permit issues, Resolution 2026-14 review, compensation summary follow-up, DEQ eNotify/ECWAG submission matters, bid-opening and special-meeting communications, grant-deposit details, MALA/GPR quote, certificates of insurance, and operator timesheet materials.	8.5			
6/3	Processed payroll summary and timesheets for review; reviewed ASAP.gov payment approval, FEMAGO consultant access, Tax Lot 1810023100800 correspondence, archeological monitor/IDP questions, Rice Road bid materials, voicemail follow-up, audit engagement letter, and temporary-operations communications.	7			
6/4	Reviewed payroll, audit engagement, FEMAGO access, OHA/OAWU/operator assistance, board-action correspondence, water tank RDApply, master plan/Biz Oregon, Rice Road bid results, and resignation notices; drafted operator protocol and district status update regarding operator transition.	8.5			
6/5	Met/communicated regarding WTP transition and daily operations; coordinated circuit-rider assistance, 401 WQC/DEQ payment, Rice Road next steps, MALA GPR quote, job-description forms, audit engagement, press/media inquiries, district email access, NPDES renewal notice, and operator field notes.	12		30	
6/6	Prepared and sent WTP operations update with skid-production data; reviewed job description materials, alternate field residual testing locations, operations journals and WTP notes, May reporting data, raw-water strainer maintenance planning, and continued operator-transition correspondence.	5.5		30	
6/7	Reviewed status correspondence regarding operator transition and district operations.	0.5			
6/8	Prepared draft special-meeting agenda; finalized and routed operator timesheets/final paychecks; coordinated OAWU training/meeting schedule, apprenticeship flyer distribution, resolution number follow-up, enforcement notice review, water trailer press release pause, and final payroll/EOM work.	7.5			
6/9	Posted/distributed special-meeting agenda; processed final-paycheck and EOM-work follow-up; reviewed resolution number and CPA uploads; handled voicemails, public-record/minutes and status-update items, SDAO update, and sewer circuit-rider support correspondence.	8.5		30	
6/10	Completed final paycheck/EOM follow-up and restricted-funds upload; reviewed ALG lab report, preliminary reports, May monthly reporting, sewer circuit-rider support, customer/contact email, compensation-policy draft, and monthly Mapleton reporting correspondence.	6.5			
6/11	Reviewed CPA shared documents, customer voicemail, ECWAG status, SPER submission, QuickBooks fund classes, OIP update, and May invoice; responded regarding May invoice.	2.5			
6/12	Scheduled board training; requested sample plant logs; prepared and circulated draft and final Budget Hearing/Regular Meeting agendas; coordinated Rice Road utility permit, Tuesday meeting recording/transcript, pre-enforcement notice, bid results/notice of intent to award, and Maple Lane RV Park leak repair photos.	8.5			
6/13	Prepared preliminary June reporting/status update for DRC review, including lead/copper and membrane turbidity reports; reviewed WTP log/O&M manual correspondence and meeting-recording follow-up.	2.5			
6/14					

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
6/15	Coordinated board training schedule, reviewed first May ALG report and wastewater facility plan status, responded to operations compensation policy and Master Plan/Engineering Study/Biz Oregon correspondence, reviewed SHPO/ECWAG and CBRL ROW issues, handled customer voicemails, and prepared for/staffed Budget Hearing/Regular Board Meeting.	12.5			
TOTAL:		97.5		90	



**MAPLETON WATER DISTRICT
TIMESHEET**

EMPLOYEE: JORDAN WALKER

DATES: JUNE 16-30, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
6/16	Responded to Buck's Sanitary placement request; prepared and distributed Basurto draft job-description materials; coordinated OAWU/board/staff meeting logistics at office and plant; shared Filtertech O&M manual.	6			
6/17	Coordinated TOC and coliform sample pickup/chain-of-custody questions; handled payroll request and check/letter preparation; assisted Donnelly with SAM.gov registration, W-9, address, and banking information.	5			
6/18	Submitted timesheet for review; responded to CPA regarding 2026-2027 budget change; reviewed payroll upload, lab report, and budget-resolution correspondence; discussed OAWU support and operator/job-description expectations.	4			
6/19	Coordinated water-trailer access with Basurto/Cameron; prepared and sent signed letter PDF for Donnelly.	1.5			
6/20	Responded to weekend water-trailer coordination and directed Basurto to Cameron for trailer operation/access.	0.5			
6/21	Plant operations, email review.	2			
6/22	Processed signed Notice of Intent to Award for Rice Road; reviewed pre-construction meeting communications; coordinated meter-reading/leak checks, chlorine samples, keys, agenda, checks, paychecks, and emergency-meeting needs.	2			
6/23					
6/24	Billing Statements	2			
6/25	Resend Statements	1			
6/26	Light administrative review and inbox/phone triage; no substantial district work documented beyond monitoring.	0.5			
6/27	Assisted West with Boil Notice.	.5			
6/28	Prepared/reviewed draft Consumer Confidence Report and asked DRC which contaminants must be included before finalizing CCR, inbox review and prep for Monday.	2			
6/29	Forwarded ALG lab report; completed revised budget resolution/check-signing work; sent signed Resolution 2026-15 and budget change explanation to CPA; handled	9			

	customer bill questions and portal support; submitted 2025 CCR to DWS/DMCE; coordinated field training/job-description schedule, outstanding accounts payable, billing prep, Forrette meeting.				
6/30	Handled payment/billing questions and CPA invoice/check; sent City of Florence work plan; verified banking/Splashtop logins; forwarded DRC job-description/on-call materials; coordinated end-of-fiscal-year tasks and signature logistics; end of month docs, billing calculations/review, deposit.	10		30	
TOTAL:		46		30	