

Special Meeting Minutes

BOARD OF COMMISSIONERS

Date and time	Monday, September 14, 2026, 2:09 p.m.
Location	Mapleton Lions Club Kitchen, 88151 Riverview Avenue, Mapleton, Oregon
Meeting type	Special meeting

1 Call to Order

Chair West called the special meeting to order at 2:09 p.m.

2 Roll Call

Commissioners	Title	Attendance
Vanessa West	Chair	Present
Art Donnelly	Vice Chair	Present
Steve Elliott	Secretary	Present
Dustin Basurto	Commissioner	Present

Staff Present: Jordan Walker

Community Members Present: ShirleyMarie Raven and Ray Mader

3 Approval of Agenda

The Board added Item 4.4, an update on the District's meeting with its wastewater direct responsible charge consultant. Vice Chair Donnelly moved to approve the agenda as amended. The motion was seconded and approved unanimously.

4 Discussion Items

4.1 Rice Road Improvements Change Order 2 Update

Walker and Vice Chair Donnelly reported that the earlier estimate for Change Order 2 was based on incomplete information and figures that had not yet been confirmed with the contractor. The work involves approximately six or seven service connections rather than the three connections the Board initially understood were included. Site conditions vary, and the revised change order is expected to include plumbing work.

Walker said the original amount was slightly more than \$20,500 and that the revised amount was expected to be approximately \$25,000 to \$30,000. Civil West was expected to provide the final revised change order on September 21 after receiving the plumbing estimate. No Board action was taken because the final document and price were not yet available.

The Board reviewed the project's remaining construction budget. The EPA construction budget is approximately \$657,000, and the Wildish contract was approximately \$560,000. A revised total of approximately \$590,000 would leave about \$67,000 for additional needs or unforeseen conditions. Vice Chair Donnelly noted that incomplete utility locates could result in further change orders.

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The Board also discussed hydrants, utility locating, access to private property, and customer notification. Walker will confirm which hydrants are included in the project, obtain authorization from two property owners for Civil West and its subcontractor to work on private property, and follow up on the revised change order. The District's locating equipment was scheduled for delivery to Walker on September 17.

Chair West explained that the affected area would remain under one continuous boil-water advisory during the project to reduce public confusion caused by repeated notices. District representatives had notified customers door to door and by telephone. The Board supported clear notice when the advisory is lifted and discussed including water-advisory status in the District newsletter. Walker will consult with the Oregon Health Authority regarding the updated coliform sampling plan.

4.2 Possible Staffing Agreement with Heceta Water People's Utility District

Vice Chair Donnelly reviewed prior advice from Mark Knudson to explore cooperation with a nearby water district. He proposed beginning a conversation with Heceta Water People's Utility District about a working relationship while the District continues to prioritize hiring an operator. Possible areas of cooperation included emergency assistance, shared equipment and supplies, bulk water access, cross-training, and opportunities for qualified Heceta personnel to work additional hours for Mapleton under an appropriate agreement.

The Board expressed support for an initial exploratory discussion. Vice Chair Donnelly will contact Heceta's board chair and operations manager and copy Chair West and Walker on the correspondence. Any specific agreement or commitment will return to the Board for consideration and approval. Moonshot Missions and Mark Knudson may help facilitate discussions if they progress.

4.3 Update on Operations Positions

Walker reported that one selected candidate withdrew for medical reasons and the other had not responded to the District. The District therefore had no operations employees at the time of the meeting. The application deadline was extended to September 28, and the posting was updated on the Oregon Association of Water Utilities website. The position remained posted with WorkSource Oregon.

The Board directed Walker to repost the opening on Facebook, place an advertisement in the newspaper, and contact water-operator training programs and placement offices, including Chemeketa Community College. Walker will distribute new applications to commissioners as they arrive and maintain a second applicant file for the reopened recruitment period.

Walker reported that the water system had remained compliant since September 1 and that he was coordinating with Dave regarding operations. Dave recommended flushing dead-end mains. Heath was available the morning of September 23 to assist with flushing and demonstrate dechlorination procedures. Chair West, Commissioner Basurto, and Walker will prepare a list of priority system work and coordinate availability. Priorities discussed included cleaning the intake, flushing mains, checking known leak areas, and inspecting the reservoirs. Secretary Elliott asked to be notified so he could observe intake cleaning.

Commissioner Basurto described safety and access concerns at the intake and suggested adding a second catwalk. Vice Chair Donnelly said the improvement might qualify as a change order under the USDA-funded project as mitigation of future damage. The issue should be raised with the engineer and contractor at the project kickoff meeting.

The Board discussed temporary coverage of plant operations and alarms while recruitment continues. Chair West and Commissioner Basurto will obtain additional training so Walker can receive regular time off. The Board will place temporary operational coverage and compensation on the next meeting agenda. Walker will include alarm activity and operational responses in the monthly operations report. The Board also discussed reviewing alarm settings with Heath and distinguishing urgent alarms from alerts that can be adjusted or muted safely.

4.4 Wastewater Consultant Update

Chair West and Walker reported on their initial site visit with wastewater consultant Seth Kelly. Kelly toured the wastewater plant, requested operating information, and suggested another contractor who could provide a second estimate for a needed repair. Walker will contact that contractor. Walker sent Kelly the August laboratory results, and Kelly expected to complete and submit the August report on September 15. Kelly had also contacted Brenda and coordinated with Brian regarding the system.

Kelly expects to make in-person visits during the first several months, with remote meetings available when appropriate. His schedule generally favors weekends. Chair West said she was compiling documented wastewater and water experience hours to determine whether she qualified to take certification examinations. She also encouraged Commissioner Basurto to document qualifying experience so the District could develop additional operational capacity.

5 Public Comment

Vice Chair Donnelly announced that he would attend an RCAC-led emergency preparedness and resilience training for small water systems in Salem on September 15. The training was supported by USDA. He will take notes, collect available materials, and report back to the Board.

The Board discussed the Coos Bay wastewater conference scheduled for the last week of September. Walker will resend the conference information to Chair West. Chair West expected to confirm her availability later that day, and no deposit had yet been paid.

6 Adjournment

Vice Chair Donnelly moved to adjourn. The motion was seconded and approved unanimously. Chair West adjourned the meeting at 2:50 p.m.