



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS EXECUTIVE SESSION AND REGULAR MEETING
EXECUTIVE SESSION 5:00 PM AUGUST 28, 2023
SPECIAL MEETING 6:00 PM AUGUST 28, 2023
MAPLETON LIONS CLUB KITCHEN
88151 RIVERVIEW AVENUE MAPLETON, OR

AGENDA

EXECUTIVE SESSION

Call to Order and Roll Call
Introduction of Visitors

1. Open Executive Session
2. Executive Session per ORS 192.660 (2) (a) "To consider the employment of a public officer, employee, staff member or individual agent."
3. Close Executive Session

SPECIAL MEETING

Call to Order and Roll Call
Introduction of Visitors

1. DISCUSSION ITEMS (Items requiring board action, direction, or discussion)
 - 1.1. Swearing in Julie Doran-Lee
 - 1.2. Executive Session Related Item(s)
 - 1.3. Board Ground Rules
 - 1.4. Organizational Chart
 - 1.5. Pay Period
2. Operational Reports
 - 2.1. Employee Insurance Update
 - 2.2. Cybersecurity Update
 - 2.3. Email & Website Update
 - 2.4. 2023 Fall Operator's Conference/Florence OR Sept 11-14
 - 2.5. Plant Update/Leaks
 - 2.6. New Skid Update
 - 2.7. Update for scheduling meeting with Special District Association of Oregon Risk Management/Local Insurance
 - 2.8. Grant Updates

Adjourn

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Agenda Item 1.1

Subject Swearing in Julie Doran-Lee

Presenter Jordan Walker

Attachments Julie Doran-Lee Oath of Office

Narrative Commissioner Doran-Lee was absent from the August 14, 2023 meeting in which other newly-elect Commissioners were sworn into office.

Recommended Doran-Lee should sign an oath of office.
Action

**Mapleton Water District
Board of Commissioners**

Oath of Office

On this 28th day of August 2023, at 88158 Riverview Ave., Mapleton, Oregon,

I, JULIE DORAN-LEE, do solemnly swear that I will faithfully perform the duties of the office of COMMISSIONER of the MAPLETON WATER DISTRICT to the best of my abilities; that I will abide by the rules, regulations, and policies of the MAPLETON WATER DISTRICT; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.

JULIE DORAN-LEE

JORDAN WALKER

Subject Board Ground Rules

Presenter Jordan Walker

Attachments Amended Board Ground Rules

Narrative The board asked that the proposed board ground rules set the date of election of officers to the first regular meeting in August. The attached board grounds rules have been amended to reflect this.

Recommended Adopt and sign the board ground rules.
Action

Board Ground Rules

8/28/2023

Commissioner Powers & Responsibilities:

- Commissioner powers are limited to acting collectively as the board in its official capacity.
- No single commissioner has the power to direct staff, conduct transactions, or bind or obligate the district in any manner unless the board has specifically voted to delegate that power.
- Commissioners acting outside of the legal scope of a board member may violate state ethics law and expose themselves and/or the board to legal liability.
- The board will elect annually from among its membership commissioners to serve in all offices during the first regular board meeting in August.

The Chair:

- Manages meetings according to the agreed upon ground rules.
- May participate in discussion and vote to the same extent as all board members.
- Shall ensure each commissioner has equal opportunities to contribute to discussion.

Agenda:

- Regular monthly board meetings will be held on the second Monday of each month at 6:00 pm.
- An agenda that includes the date, time, location, and general listing of topics to be considered for each meeting will be posted at the Mapleton Post Office, Mapleton Lions Club, Facebook and the district's website 24 hours prior to the meeting.
- The board chair will prepare the agenda. Any board member may request items be placed on the agenda by notifying the chair at least one day in advance of public posting of the agenda.
- Items will be addressed in the order presented on the agenda to the greatest extent practicable.
- Agenda items may be reordered by motion or, with cause, at the discretion of the chair.
- Items may be added to the agenda during a meeting by request of a board member with concurrence of a second board member.

Good Order:

- Only one item or motion will be discussed at a time.
- Commissioners will wait to be recognized by the chair prior to engaging in discussion.
- Commissioners will refrain from monopolizing discussion time.
- Commissioners will not interrupt or talk over one another, except to assert a point of order.
- Public comment will be limited to 3 minutes per visitor for each topic on which they wish to speak.

Motions:

- All motions require a second to be discussed. Absent a second the motion dies.
- Motions should be worded affirmatively and not conflict with higher law.
- The maker of a motion may withdraw, clarify, or reword a motion with the consent of the second prior to a vote on the original motion.
- Amendments may substitute, delete, or add words to a motion, but cannot negate it or change the primary topic of the motion.

Board Ground Rules

8/28/2023

Voting:

- The quorum of the board is three commissioners.
- If the quorum is only three commissioners, all votes must be unanimous to be considered passed or failed by a majority of the board.
- Emergency actions taken by a board member on behalf of the board or authorized by the board verbally outside of a meeting, must be ratified by vote at a later meeting by the board.
- Votes of the board are final and binding.
- Commissioners will abide by the will of the board.

Minutes:

Meeting minutes are required for all public meetings and shall at minimum contain the following:

- Name of board members, visitors, and staff present.
- All motions, resolutions, orders, measures and ordinances proposed, and their disposition.
- The result of any votes, including the vote of each board member by name. Secret ballots are not permitted.
- The substance of the discussion on any matter.
- Reference to any document discussed at the meeting.

Commissioner Communications:

- The board will designate one member to serve as the public information officer and press contact.
- Commissioners should refrain from communicating with customers or the press in a manner that will undercut or impair the authority or public opinion of the board.
- Prior to publicly sharing information, Commissioners should consider if it is private or privileged.
- Commissioners expressing personal opinions publicly should clearly identify them as personal opinions.

The undersigned, duly elected or appointed commissioners, agree to conduct board operations in accordance with these ground rules until superseded by adoption of official Board and/or operational policy manuals.

Position 1
Print Name _____

Position 2
Print Name _____

Position 3
Print Name _____

Position 4
Print Name _____

Position 5
Print Name _____

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Agenda Item 1.4

Subject	Organizational Chart
Presenter	Jordan Walker
Attachments	Organizational Chart
Narrative	Kim Anderson with the Rural Community Assistance Corporation recommended that the board formally adopt the Organizational Chart she drafted based on information gathered at May's special meeting.
Recommended Action	Pass a motion to adopt the draft organizational chart prepared by Kim Anderson.

Subject Pay Period

Presenter Jordan Walker

Attachments N/A

Narrative Walker spoke with Brittany Hornung with the district's accounting firm, Buckwald & Hornung. The at the August 14, 2023 meeting the board indicated that they would like the pay period to be bi-weekly. Hornung said that their office has been encouraging their clients to move to a twice monthly pay period due to staff scheduling. She said that the district could choose a 5th/20th or 10th/25th pay period.

Also, Buckwald & Hornung uses a Monday through Sunday work week for calculating overtime pay.

Recommended Action Discuss which pay period the board would like the district to adopt. Pass a motion formally adopting the pay period.

Staff Report

Subject New Skid Update

Presenter Vanessa West

Attachments Emails From Preston/Engineer (West Yost)

Narrative West Yost is almost finished wrapping up the design, so they wanted to set up a zoom meeting with Deb, from Filter Tech, to go over last-minute details. It is now week 12, and West Yost is just finishing up items from week 6. This was supposed to be a 9-week project. I did attend the Zoom meeting. Within the next few weeks, they plan on having their design finished, sent to MWD to Review & approve, and then sent to OHA to review. Then by the end of September, they will send it out to contractors to bid. The Contractor bidding process to end late October. The short version is, they think the skid will not be installed and running for a few more months and could be even longer depending on the weather and contractors' availability. Preston believes it will cost more than \$1 million to complete this project, so we most likely will need a loan. Preston also wants Filter Tech to send them any outstanding billings, so they can include the amount in the bid for the contractor- Deb told Preston that she would like the MWD to pay an earlier payment (cover from past to today) and would then send all other bills to the contractor. This will keep us from getting billed extra \$ from the contractor on services that were already performed, prior to the future contractor being hired. With this not being completed before the winter, Filter Tech and I talked Preston into allowing the cyclone sand filter to be installed ASAP, so we do not have to rent the Rain for Rent system, which would take up too much space at the water plant which would make it difficult for the remodel and installation of the new skid to be completed.

Recommended For Board chair/Plant Operations, to review all contracts from West Yost and Action Filter Tech, Look into government lending, get familiar with the rules/regulations of using grant \$ for larger projects-there are required Bidding processes, etc..

Attachment- Email from Preston (West's Yost) to Deb (Filter Tech)

Hi Deb:

Happy Friday. I hope you don't see his until Monday, but I wanted to check this box before I sign off for the day...

We need to get Change Order #2 for Mapleton done and processed right away so we have your contract times up to date and any other details we need to close the loop on. At this point we have pulled out the clarifier so maybe we don't need to make any further adjustment in contract price beyond what we did in Change Order #1? We also need to add the detail about Filter Tech providing all programming based on accepting your alternate PLC, which I don't believe we captured in CO #1.

We are planning to assign your procurement contract from MWD over to the General Contractor, so we will also need to know exactly how much is remaining to be paid on your contract, as we will include that number as a stipulated price in our Bid Form for the Contractor to pay the remaining obligation to Filter Tech under their contract. I have the assignment form included in the GC agreement, so we will have to get that signed at the same time we execute the construction contracts.

We are getting really close on wrapping up the design, so I want to make sure we have these details sorted out before we go to bid – and that Vanessa and the folks in Mapleton understand what we are planning to do in terms of your procurement contract.

Perhaps a call would be best to organize for next week? Lory can probably help get that scheduled!

Thanks,

Preston

Preston Van Meter

Engineering Manager I

We are hiring! Visit our [career site, here](#)

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Attachement-

Mapleton Water District

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Agenda Item 2.6

Email from Preston (West Yost) to Deb (Filter Tech) to for topics for the Zoom Meeting

Would like to discuss what is needed to finalize Change Order #2 for Filter Tech. This will be the final change order prior to bidding and will need to accomplish the following:

1. Change schedule and delivery date to what we anticipate.
2. Update Contract Time to anticipated delivery date.
3. Address Contract Price adjustment (if needed).

The Filter Tech contract will be assigned to the GC, so we will also need to know the remaining obligation owed to Filter Tech, as that amount will be written into the bid form in the GC contract documents.

Lory and Lexi may have a few design-related items to discuss, but my goal for this call is really to get the contracts side of the house in order prior to bidding the project.

Subject Grant Updates

Presenter Art Donnelly

Attachments N/A

Narrative After combining the research Rita Trick did, with the information Cindy Haberman assembled, me going through the box from Caty, a page at a time and Vanessa filling in some blanks, we have a comprehensive list of the grants and loans MWD has been awarded since 2020.

"Biz" Oregon administered Grant/Loan packages. All of these have already been awarded:

- \$1.14 Million 50/50 Grant/ Loan. The "Boomer" grant used for rental skid, Rain for Rent, repairs, meters, etc.
- \$1.4 Million 50/50 Grant/ Loan. This is the funding for the new plant.
- \$800,000 50/50 Grant/ Loan. This is to do the Master Plan for upgrading the complete distribution line system and to start on that work.
- \$20,000 Loan. This is funding to do a Rate Study, which we are required to do before we can raise the rates.

FEMA/ BRIC We have applied and should be notified soon if we were awarded these funds:

- \$3Million This would be for adding an additional water storage tank and do some upgrades to the existing tanks and site.
- \$1.5Million This money would be to completely replace the 70-year-old Intake set-up

Private Foundation Giving. All these have already been awarded:

- \$30,000 Three Rivers Casino- This is for tools and equipment. It is being spent.
- \$12,000 Oregon Community Foundation- Used to pay a professional grant writer in 2022.
- \$30,000 Oregon Community Foundation- To be used for Operating Expenses. Just received.

Grants that we are working on to submit by the end of this week:

- \$2,500* SDIS Safety and Security Grant- To be used for security fencing at the new treatment plant. *approx.
- \$3,000* Coquille Tribal Foundation- To be used to fund Operator Training and Certification *approx.
- \$3,000* Siletz Tribal Foundation- To be used to fund Operator Training and Certification *approx.

Regarding the three biggest Funding packages that we have. We are missing so much of the most important information on each of them. In the case of

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Agenda Item 2.8

the \$1.14 Million grant: I have no paperwork at all. I am trying to find out what balances are still available from both it and the \$1.4 Million Grant. Now that I have the authorization which you recently passed and the official looking new email; I am getting the attention of the State level Project Managers of these funds. I think we will soon have an accurate idea of what we have left in these larger pots of \$ and what we need to do to meet the terms and conditions that we must meet in each case.

In the meanwhile, our Grant Committee volunteers: Carollee Howes and ShirleyMarie Raven are at work on building a Grant Management Spreadsheet Tool, so we can keep track of the mountain of dates, figures and rules that goes with all these grants.

The good news to leave us with for now is this: It looks like all the loans we have had to take are "100% Forgivable loans" If we manage the grants correctly.

Recommended Action Discuss status of district grants.