



MAPLETON WATER DISTRICT  
UNAPPROVED REGULAR BOARD MEETING MINUTES  
JUNE 12, 2023  
6:00 PM

Board Members Present: Art Donnelly, Julie Doran-Lee, Sharon Kelly, Nancy Pettibon and Vanessa West

Others Present: ShirleyMarie Raven, Cindy Haberman, Dave Terrusa, Jo Heinzman, Andrea Still and Jordan Walker

Chair West opened the meeting at 6:00 p.m..

West said that plant operator Joe Rochon is ill so the safety committee meeting will be postponed. She said she would provide the operational update later in the meeting instead of Rochon.

**Approval of Consent Agenda**

Motion: Approve the meeting minutes from the May 22, 2023 special meeting.

Made by Doran-Lee, seconded by Donnelly. Approved unanimously.

Motion: Approve the meeting minutes from the June 5, 2023 special meeting.

Made by Pettibon, seconded by Doran-Lee. Approved unanimously.

**Approval of Expenditures from June 12 through July 9**

Walker explained that the process for this section of the agenda has not been fully developed at this time. He said he hopes to get more comprehensive information for future meetings.

**Oaths of Office**

Haberman, a notary public, administered the oaths of office to each of the commissioners. Each commissioner and Haberman signed written oaths of office to be kept on file with the district. Walker explained that this process will need to take place again for West, Pettibon, Kelly, and Doran-Lee in July after their new term of office begins. Donnelly is filling the remaining two years of position one.

**Election of Officers**

Donnelly noted that Rita Trick with the Rural Community Assistance Corporation (RCAC) provided the board with a draft organizational chart. He spoke with Kim Anderson with RCAC and tried to boil the different officer positions down. He said that the board needs officers in order to move forward with all the work the board needs to get done and that the board needs to work as a team.

Doran-Lee said she thought that the board had agreed to have a meeting on this issue in the future. Donnelly said that it is entirely up to the board but if the board decides to kick the issue down the road it should schedule a specific time to get this taken care of. West said that the chart was only a suggestion and many of the duties included in the chart are handled by paid staff. The different officer positions as proposed are big commitments. Donnelly said that he understood that as the current responsibilities the board has assigned him have practically become a full-time job. West said that the board is not meant to actually perform tasks. The district's accountant for instance handles many of the duties assigned to the treasurer in the chart. Donnelly said that the officers are not meant to perform tasks but are responsible for ensuring that the tasks get done working with paid staff.



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West said that she thought that Kelsie Allen should be the office manager and Rochon should be the plant operator. Donnelly said that implementing an organizational structure with officers would not change that. Doran-Lee said that Kelly had not yet had a chance to review the proposal. West said that Anderson would be available for an organizational meeting but has to confirm with the RCAC. Raven said that without officers the board seems sort of "flim-flam." Doran-Lee said that board members should have task-oriented assignments. Pettibon said that she did not think that titles were that important. West said she was uncomfortable with making a decision on officers at this point because she does not know the other board members well enough to make an informed decision. She said that there may be other members of the board better able to fill the role of chair. She just did not know at that point. Haberman said that electing officers does not have to be complicated and they should rotate annually anyway. Kelly said West had the most experience on the board and should remain the chair.

Motion: Elect Vanessa West as chair of the Mapleton Water District Board of Commissioners.

Made by Kelly, seconded by Pettibon. Two ayes (Kelly and Pettibon). Three abstentions (West, Donnelly, and Doran-Lee). The motion failed.

West is the serving chair so the motion's failure had no practical impact. Haberman said that the board cannot continue without officers.

Motion: Elect Vanessa West chair until the next regular meeting in which board officers will be elected.

Made by Donnelly, seconded by Doran-Lee. Approved unanimously.

**Resolution 2023-04 Pertaining to Water Treatment Plant Security**

Donnelly read the narrative written in the report included in the meeting packet. He went on to explain that if any insurance claim was made for an incident that occurred at the plant that could have been prevented by restricting access with security measures insurance would not cover it. Ensuring that the treatment plant is secured with available locks is the bare minimum.

West noted that the district is unable to lock the settling tank near the intake due to the chain link fence being destroyed by a fallen tree. Donnelly said that this should not be an issue so long as we have a policy on the books. He also said that the security policy should also include the storage tanks above Rice Hill.

Doran-Lee asked why a combination lock was necessary. Donnelly said that Rochon was the only person with a key to the locks and that could present a problem in the future. Kelly said that there should be one key that can be checked out at the office. Donnelly mentioned another potential liability in the area where the plant chlorine is stored. It could be a target for vandalism as public facilities are increasingly becoming targets around the country. Terrusa suggested a chain of locks in which locks with different keys are interlinked. He also mentioned that a chain of custody could be established in which potential contractors would be liable for the safekeeping of a key to the facility. Doran-Lee suggested alternate language for the resolution to include authorized contractors. Kelly said that the resolution does not need to include that language. Walker said that he could take the board's discussion and amend it accordingly.



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Motion: Approve Resolution 2023-04 Pertaining to Water Treatment Plant Security as amended.

Made by Doran-Lee, seconded by Donnelly. Approved unanimously.

**Resolution 2023-05 Pertaining to Monitoring of Employee Hours and Mileage Compensation**

Donnelly said that Rochon had been hired without a contract and has been paid a set salary each month. Rochon's position does not qualify as an exempt (salaried) employee. This opens the district up to potential risk and endangers the district insurance coverage. The district needs to establish a job description to determine whether or not Rochon's position is exempt or not. Monitoring work activities would help in establishing a job description and determining Rochon's status.

West said she did not like the idea of the board managing employee's time. Donnelly said this is more of an issue of liability than micromanaging employees. West said that a previous board arranged to pay Rochon's mileage in lieu of a salary increase. Kelly asked when employees get paid and who reviews timecards. Walker said that employees are typically paid at the beginning of the month. West said that our accountant reviews employee timecards. Donnelly said that it would be best for the district if Rochon was a salaried employee, but the district needs more information about his duties to validate his status. Walker suggested a motion as an alternative to the proposed resolution.

Motion: All paid employees shall complete monthly timesheets on a daily basis and completed timesheets should be included in the consent agenda in the following month's regular meeting.

Made by Kelly, seconded by Donnelly. Approved unanimously.

Motion: Table Resolution 2023-05 Pertaining to Monitoring of Employee Hours and Mileage Compensation.

Made by Doran-Lee, seconded by Kelly. Approved unanimously.

**July Meeting to Develop a Two-Year Work Plan**

Walker suggested that this item be tabled as it appears that a meeting with similar goals is in the process of being arranged.

Motion: Table discussion of a July Meeting to Develop a Two-Year Work Plan.

Made by West, seconded by Kelly. Approved unanimously.

**Scheduling of an Executive Session per ORS 192.660 (2) (d)**

Donnelly explained that the board needs to meet the district's attorney, Amanda Walkup, regarding issues around Rochon's classification and compensation. The meeting would be in an executive session which would be closed to the general public and would be for board educational purposes.

Motion: Schedule an executive session for June 26, 2023 at 6:00 p.m. per ORS 192.660 (2) (d).

Made by Donnelly, seconded by Kelly. Approved unanimously.



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**Formation of the Grant Committee**

Doran-Lee said she published a post on Facebook soliciting volunteers and only received one response. She suggested that people outside the district should be allowed to serve on the grant committee. West shared her experience preparing a grant application for \$30,000 from the Oregon Community Foundation. Andrea Still, who lives outside the district, offered her assistance and had the application ready the next morning.

Motion: Allow those who live outside the Mapleton Water District to be members of the grant committee.

Made by Doran-Lee, seconded by Donnelly. Approved unanimously.

Discussion then moved to who the chair of the grant committee would be.

Motion: Appoint Nancy Pettibon chair of the district's grant committee.

Made by West, seconded by Kelly. Approved unanimously.

**Covenant Technology Solutions Quote**

Doran-Lee explained that Dan from Covenant Technology Solutions visited the treatment plant and the office to prepare a proposal for cybersecurity. Of the companies she contacted Covenant was the only one to respond and provide a proposal. West said she contacted Biz Oregon and was told that this would be covered by grant funds. Doran-Lee said she would ask Hyak for a bid as well. West wanted to know what the monthly recurring charges would be. Walker said that he asked Dan when he was on site but did not get an exact figure. Dan told him that it would be based on the number of workspaces covered. Doran-Lee said she would follow up with Dan and a company called Step Up.

**Elections Certification Process**

Walker explained that the board will need to approve the May election results formally and that the district would be billed for its share of the election costs. He spoke with the Lane County Elections Division which informed him that they would be certifying the results on June 12th.

The board decided to skip the grant accounting report for this meeting.

**Billing Update**

The board discussed accounts currently in arrears which total over \$20,000. Donnelly wanted to know what the district's shut off policy was and said that applying the policy would help in the collection of past due accounts. West said that some customers are in difficult situations and that some are still paying for the high bills from when the meters were not correctly read. She wanted to know the status of payment arrangements from Kelsie.

**Office Update**

Walker said the Commissioner Kelly had been assisting with going through old documents at the office.

**New Skid Update**

West said that the updated engineering plans for the skid would not be ready for nine weeks. She said



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she was told that the district would not be able to pre-order the mechanical separator from Lakos until that time. Terrusa said that that did not sound right and suggested the district might want to get the advise of an attorney specializing in contract law. It would depend on the contract but it would be unusual for a provision like this to be included. Donnelly said that there are too many points of contact which might be causing some confusion. He said that the district is stuck with the engineering firm so we should try to maintain a good working relationship.

**126 Bridge Repairs and Highway 36**

West said that H&J Construction would be inspecting the both sites later in the week.

**Website/Email Update**

Doran-Lee said that the website is up but it still needs a lot of work and recommended against publicizing it until it looked a bit more put together. She said that as far as email goes Google Workspace accounts are the least expensive at \$6 per user.

Motion: Sign the district up for Google Workspace accounts for email for employees and board members.

Made by Doran-Lee, seconded by Pettibon. Approved unanimously.

**Staffing**

Terrusa said that the district should consider its staffing situation. West said that two part-time employees are limited to 20 hours a week and the office manager, Kelsie, is limited to 13. Terrusa said that raising rate and passing a supplementary budget may be necessary.

**Adoption of Resolution 2023-06 for the Adoption of the 2023-24 Budget**

Motion: Adopt the 2023-24 Budget approved by the Budget Committee.

Made by West, seconded by Doran-Lee. Approved unanimously.

Adjourned at 9:06 PM