

**Mapleton Water District
Board of Commissioners Meeting Minutes
March 16, 2026**

1. Call to Order

Chair West called the meeting to order at 6:00 p.m.

2. Roll Call

Commissioners Present: Chair Vanessa West; Vice Chair Art Donnelly; Treasurer Sharon Kelly; Commissioner Julie Doran-Lee.

Commissioners Absent: None.

Staff Present: Jordan Walker, Office Administrator; Matt Ferkey, Lead Operator; Cameron Forrette, Assistant Water System Operator.

Community Members Present: Steve Elliot; Ray Mader; ShirleyMarie Raven.

3. Safety Committee Meeting

The Board concluded a brief safety-related discussion before moving into the regular meeting agenda. No separate formal action was taken during this portion.

4. Approval of Agenda

Commissioner Donnelly moved to approve the agenda. Commissioner Doran-Lee seconded.

Vote: Chair West yes; Vice Chair Donnelly yes; Commissioner Doran-Lee yes. Motion passed 3-0.

Treasurer Kelly was not yet present for this vote.

5. Consent Agenda

The Board reviewed the draft minutes, timesheets, and expenditures. Chair West stated that the draft minutes were too vague and did not adequately reflect the substance of the discussion or the differing views expressed at the prior meeting. Walker agreed revisions could be made so the minutes would better conform to legal requirements. Vice Chair Donnelly and Commissioner Doran-Lee agreed that the minutes should provide more detail and better capture the nature of the discussion.

Commissioner Doran-Lee moved to approve the consent agenda with the exception of the minutes. Vice Chair Donnelly seconded.

Vote: Chair West yes; Vice Chair Donnelly yes; Commissioner Doran-Lee yes. Motion passed 3-0.

Treasurer Kelly was not yet present for this vote.

6. Vacant Board Position

Walker reported that the District had exceeded its required notice period for a board vacancy and could appoint an eligible applicant at any time consistent with District rules. Chair West

stated that, even though the vacancy had been open for an extended period, the Board should still allow the public an opportunity to learn who had applied and to provide input before any appointment was made. Commissioner Doran-Lee agreed that allowing additional time for community input would be the more responsible course. Vice Chair Donnelly also supported giving the public an opportunity to comment on any applicant before final action. No appointment was made.

7. Sewer Customer Policies

The Board discussed proposed sewer customer policies, including how to handle delinquent accounts, shutoff-related procedures, and customer responsibilities. Walker explained the draft framework and the need to formalize procedures. Chair West expressed concern that the District needed clearer, more enforceable standards. Community discussion reflected concern about fairness and practical implementation.

Vice Chair Donnelly moved to approve the sewer customer policies as presented. Commissioner Doran-Lee seconded.

Vote: Chair West yes; Vice Chair Donnelly yes; Commissioner Doran-Lee yes. Motion passed 3-0.

Treasurer Kelly was not yet present for this vote.

8. Line Locate Options

The Board discussed options for handling utility locates, including using contracted locate services for at least some requests. Walker explained that a contract arrangement could shift liability for locates performed by the contractor while still allowing the District flexibility to perform some work in-house. Chair West supported budgeting for contracted locates but expressed concern about unnecessary or wasteful spending. Raven distinguished between budgeting for anticipated work and imposing an inflexible spending cap, stating that the actual need should determine whether locates are performed. Ferkey noted that some lines are not reflected on available maps or as-builts, which reinforced the need for caution. Vice Chair Donnelly also remarked that past system work had not always been well documented. No formal action was taken.

9. Risk Management / Job Descriptions / Governance Issues

Walker reported that certain current issues should first be referred to pre-loss legal counsel. Chair West stated that the Board needed outside guidance from special district and HR resources and expressed concern that the Board was relying on conflicting informal interpretations rather than direct guidance from appropriate advisors. Chair West further stated that Board members, rather than staff alone, should hear that guidance directly. Vice Chair Donnelly questioned how the matter had escalated and suggested the Board focus on practical next steps. Commissioner Doran-Lee stated that some of her own research appeared to conflict with what Chair West had been told, underscoring the Board's lack of consensus. The Board discussed obtaining additional training and arranging a future meeting with outside advisors once all commissioners completed required online training. No formal action was taken.

10. Employee Performance Reviews / Related Personnel Discussion

The Board's discussion overlapped substantially with the broader risk-management and governance discussion. Commissioners discussed prior disagreements regarding the structure of meetings addressing employee matters and whether certain topics could be addressed in executive session, work session, or only in a public meeting. Chair West expressed concern about legal exposure, including wage-related issues, and emphasized the need for outside guidance. Vice Chair Donnelly disputed some of Chair West's characterizations of prior discussions and stated that a prior proposal had been intended as an opportunity to address employee issues appropriately. Public comment reflected concern about the Board's internal conflict and its effect on public confidence. No formal action was taken.

11. Operator Certification

The meeting record reflects discussion of training, staffing capacity, and the need to strengthen operator qualifications and support. These topics also arose during the grant committee and operations discussions. No separate formal action was taken under this item.

12. Project Updates

a. EPA Rice Road Project

The Board received an update on project-related work and funding efforts connected to major system improvements. No formal action was taken.

b. ECWAG Intake

The Board received an update on intake-related planning and funding matters. No formal action was taken.

c. Wastewater Facilities Plan

Vice Chair Donnelly reported that the District had received its PER, but explained that the PER represented only one chapter of the broader wastewater facilities plan. He stated that the PER had been prioritized because it was required for the EDA application. Vice Chair Donnelly also reported that DEQ had indicated the document did not yet meet DEQ formatting requirements, and additional work remained. No formal action was taken.

13. Purchase Authorizations

a. Splashtop

Walker presented a proposed Splashtop subscription so staff could remotely access and monitor system controls. Treasurer Kelly asked about cost, and Walker reported it was \$99 per year.

Treasurer Kelly moved to approve the Splashtop subscription. Vice Chair Donnelly seconded.

Vote: Chair West yes; Vice Chair Donnelly yes; Treasurer Kelly yes; Commissioner Doran-Lee yes. Motion passed 4-0.

b. Bulk Salt / Soda Ash Purchase

Walker and Ferkey recommended purchasing a larger quantity of salt in advance because the District had storage capacity and prices were expected to rise. Commissioner Doran-Lee expressed concern about humidity and storage conditions, though Ferkey responded that the sealed bags should remain usable. During the discussion, Forrette suggested purchasing soda ash in bulk for similar reasons. The Board agreed the same pricing and storage considerations supported advance purchase of both materials.

Treasurer Kelly moved to approve purchase of bulk salt and bulk soda ash. The transcript reflects a second, but the speaker attribution is unclear.

Vote: Chair West yes; Vice Chair Donnelly yes; Treasurer Kelly yes; Commissioner Doran-Lee yes. Motion passed 4-0.

c. Control By Web Subscription

Walker stated that the Control By Web subscription was an existing recurring annual expense of \$95.99 and was being placed in the record for clarity under the District's financial policy. No vote was required.

d. Hyak / IT Services

Walker reported that Hyak had notified the District it would no longer provide certain IT and security camera services. Commissioner Doran-Lee expressed concern about the District's cybersecurity and server protection, especially given prior hacking issues, and asked for cost and service comparisons if the District contracted with successor providers. Walker stated he would request proposals from the successor companies and bring back more information. No formal action was taken.

14. Treasurer's Report

Walker reported that the sewer fund remained in the black and that the loan balance had been updated to reflect approximately \$11,000 rather than the earlier placeholder amount. He also reported that personnel costs were below half of budgeted levels and materials and services were approximately at the halfway mark, which he noted was favorable relative to the point in the fiscal year. Walker stated that the District expected a final Business Oregon payment and anticipated paying outstanding amounts to FilterTech and Lane County, with reimbursement for a payment made to Green Sons. No formal action was taken.

15. Billing Report

Walker reported that billing information had been separated into water, sewer, and streetlight categories to improve year-to-year comparison. Commissioner Doran-Lee asked whether the new collections and past-due policy were already being enforced, and Walker confirmed that notices issued the prior month included the new 10% minimum payment toward past-due balances. Commissioner Doran-Lee raised concern, from the perspective of both a customer and a landlord, that property owners could face substantial liability if tenants were allowed to accumulate large unpaid utility bills. Chair West indicated similar concern based on prior

experience with tenant-related property damage and account issues. No formal action was taken.

16. Public Meetings Training / Risk Management Follow-Up

The Board returned briefly to the need for outside guidance and training. Chair West emphasized the urgency of public meetings law training and stated that outside assistance was needed because the Board members were receiving and interpreting information differently. Walker reported that he had attempted to bring Craig Forrest to the meeting and would continue checking availability, while also working to arrange a future session with special district representatives once all commissioners completed the required online training. No formal action was taken.

17. Committee Reports

a. Grant Committee

Vice Chair Donnelly gave a detailed grant update. He reported ongoing work on the water tank rehabilitation project, including efforts to secure matching funds and possibly reduce loan exposure through a 50% grant / 50% loan funding source. He also reviewed the water treatment plant security fencing proposal, United Way applications for operating support and operator training, the Riverview Avenue distribution line replacement project, and the sewer system rehabilitation hardening and upgrade project. Vice Chair Donnelly stated he was more optimistic about the EDA sewer project than the other pending applications, given the quality of the engineering and alignment with funding priorities. Chair West requested copies of closeout materials for completed grants, expressing interest in seeing how prior grant funds had been spent. Vice Chair Donnelly also noted that some potential grant opportunities suggested by Chair West and Commissioner Doran-Lee did not appear currently viable, though smaller planning opportunities might still be worth pursuing. No formal action was taken.

b. Emergency Committee

Walker reported no separate emergency committee update.

c. Finance Committee

Walker reported that the audit process was ongoing. He stated that the Board would need to confirm budget committee members at the next meeting and that he would follow up with the prior year's members to determine whether they wished to serve again. Walker also recommended establishing a separate streetlight fund outside the general fund to avoid intermingling money and to simplify administration if the District later pursued a streetlight property tax proposal. The Board expressed agreement with creating the separate fund structure, and Walker indicated he would proceed administratively. No formal vote was taken.

18. Operations Report

a. Water System Update

Ferkey reported that written notes covered most of the water system update. Walker stated

that work with FilterTech was nearing completion and that payment should be made this month or next month. Ferkey added that staff were working through several warranty issues, but that they were being addressed.

b. Sewer System Update

Forrette reported that sewer flows had returned to normal after an unusual one-week spike. Chair West noted the spike had roughly doubled normal levels and then subsided. Forrette stated there was no clear explanation and that it did not appear to correlate with rainfall. No formal action was taken.

19. Administration Committee

a. District Records Project

Walker reported that his plan was to bring boxes of records for commissioners to help sort and organize, beginning with miscellaneous paper records already identified for retention. He stated the long-term goal was to maintain a physical copy, a local digital copy, and a cloud-based digital copy. Vice Chair Donnelly stated he remained committed to improving file organization but had been unable to focus on it while major grant applications were pending. Commissioner Doran-Lee noted that the project would ultimately include scanning and sorting records for digital retention. No formal action was taken.

b. Rate Study

Walker reported that he had provided data to RCAC for the rate study. He stated that the RCAC representative wanted to present to the Board at the next regular meeting, either virtually or in person, and requested that the meeting be publicized so interested members of the public could attend and ask questions. Vice Chair Donnelly supported that approach. No formal action was taken.

20. Board Reports

Chair West stated there were no separate board reports because relevant matters had already been covered during earlier agenda items.

21. Public Comment

Commissioner Doran-Lee informed the Board that a candidate seeking to succeed Representative Boomer Wright's position had asked to use her coffee shop for a public meet-and-greet or town hall event on April 26. Commissioner Doran-Lee stated she believed it would be helpful for the District to make early contact with whoever might assume that office, given Representative Wright's support for District projects. Chair West reminded everyone that the District must remain nonpolitical, but stated that building relationships with public officials across the spectrum was appropriate and important for the District's interests.

Public comments earlier in the meeting also reflected concern about the Board's internal disagreements. Mader stated that, as a member of the public, he did not come to meetings to hear interpersonal conflict among commissioners and would have preferred not to attend a

session focused primarily on those issues. Elliot asked whether there was a defined protocol governing the issues under discussion and questioned whether the Board was relying on consistent sources of authority. Raven also participated throughout the meeting by asking clarifying questions and helping distinguish between budget planning and rigid spending caps during the line locate discussion.

22. Future Items

The Board identified the RCAC rate study presentation as a future item for the next regular meeting. Additional follow-up items included outside training on public meetings and governance issues, continued work on records organization, and further information on IT service proposals following Hyak's withdrawal.

23. Adjournment

Chair West adjourned the meeting at 8:28 p.m.