



MAPLETON WATER DISTRICT  
BOARD OF COMMISSIONERS  
APPROVED REGULAR MEETING MINUTES  
12:30 PM AUGUST 31, 2023

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

Called to order at 12:35.

**Interview Preparation**

West spoke with Kim Anderson regarding the interviewing process. Anderson said that most businesses have their interview questions screened by legal advisors. The board discussed the correct wording of interview questions to be compliant with non-discrimination rules. One question Donnelly brought up was how the applicants would handle conflict with a co-worker. The board agreed on approximately seven questions to ask each applicant. Pettibon said she thought that the job description should be treated as a contract and the person hired should sign it as an agreement. The board decided that there should be a three-month probationary period. Board members said they would like to have all employees sign a technology agreement.

**Executive Session**

West opened the executive session at 1:00 p.m. to conduct interviews with the three applicants for the position of Assistant Water System Operator under ORS 192.660 (2) (a).

The public meeting was reopened at 2:30 p.m.

**Job Offer for Applicant**

The board discussed the three candidates in they interviewed in the executive session and the consensus was to offer the position to Samuel Hughes.

Motion: Offer the position of Assistant Water System Operator to Samuel Hughes.

Motion made by Pettibon, seconded by Kelly. Motion approved unanimously.

Meeting adjourned at 2:45 p.m.