

**MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

February 16, 2026

6:00 p.m.

Mapleton Lions Club Kitchen

88151 Riverview Avenue, Mapleton, Oregon

1. Call to Order and Roll Call

The regular meeting was called to order at approximately 6:00 p.m.

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:

ShirleyMarie Raven

Chair West led the meeting through introductions and the Pledge of Allegiance.

2. Safety Committee Meeting

The Board briefly discussed safety concerns. Staff identified hazardous trees near the intake as an ongoing concern. The discussion reflected that the issue remained unresolved and tied to timing and regulatory constraints on tree removal.

3. Approval of Agenda

A motion was made and seconded to approve the agenda as presented. The motion passed unanimously.

Vote: Chair West aye; Vice Chair Donnelly aye; Treasurer Kelly aye; Commissioner Doran-Lee aye.

4. Consent Agenda

4.1 Approval of Minutes

4.2 Approval of January Timesheets

4.3 Approval of January Expenditures

The Board reviewed the consent agenda. During discussion of the minutes, 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 by participants. Commissioner Doran-Lee and Vice Chair Donnelly generally agreed that the minutes should contain more detail and better capture the discussion. In response, staff indicated that future minute preparation could be revised to include a fuller account of participant viewpoints.

Vice Chair Donnelly then suggested approval of the consent agenda with the minutes excluded so the minutes could be revised and returned for later consideration.

Motion: Commissioner Doran-Lee moved to approve the consent agenda with the exception of the minutes.

Second: Vice Chair Donnelly.

Vote: Chair West aye; Vice Chair Donnelly aye; Treasurer Kelly aye; Commissioner Doran-Lee aye.

Motion passed unanimously.

5. Discussion Items

5.1 Resolution 2026-04 Relating to District Purchasing and Reimbursement Policies

The Board reviewed Resolution 2026-04 and discussed the relationship between the resolution and the existing board and employee handbooks. Staff explained that the resolution would take effect immediately and could later be incorporated into the district's governing documents. Chair West stated that she agreed with the substance of the resolution but wanted additional time to consider whether further language should eventually be added. The overall discussion reflected support for immediate adoption while recognizing that further refinement of related policy documents would still be needed.

Motion: Vice Chair Donnelly moved to adopt Resolution 2026-04.

Second: Jordan Walker.

Vote: Chair West aye; Vice Chair Donnelly aye; Treasurer Kelly aye; Commissioner Doran-Lee aye.

Motion passed unanimously.

5.2 Special District Board Handbook

The Board discussed provisions in the board handbook relating to board membership and vacancies. Staff raised the question of Treasurer Kelly's continuing status as a board member. Chair West and Commissioner Doran-Lee stated their understanding that

Treasurer Kelly had remained in place so the Board would retain quorum capacity while vacancies were being filled. The discussion reflected concern about the district's limited number of active commissioners and the need to continue recruiting additional board members.

No formal action was taken.

5.3 Street Light Program

The street light program was discussed. The Board considered ongoing questions regarding program structure and district obligations. The discussion reflected continuing interest in the issue but no final action at this meeting.

No formal action was taken.

5.4 Lane County Intergovernmental Agreement Amendment (Sewer Payment Plan)

The Board discussed the proposed amendment and sewer payment plan issues. Members reviewed the status of the matter and the district's options. The discussion was informational, and no motion was made.

No formal action was taken.

5.5 Job Description Review and Revision

5.5.1 Lead Water System Operator

5.5.2 Assistant Water System Operator

The Board reviewed the operator job descriptions and discussed the need for clearer written expectations. Discussion later in the meeting reinforced concern that job duties, required availability, and operational responsibilities should be set out more clearly in district policy and employment documents. Community comments and board comments reflected a shared concern that employees should not be expected to perform undefined duties without adequate written guidance.

No formal action was taken.

5.6 Operator Certification

The Board discussed operator certification requirements and staffing capacity. Staff and board members noted that certification timelines and experience requirements could affect district operations and succession planning. The discussion reflected concern that the district remained vulnerable if its certified staffing capacity changed unexpectedly.

No formal action was taken.

5.7 Line Locate Responsibility and Requirements

The Board held a detailed discussion regarding line locate responsibilities, response

requirements, insurance exposure, and operational risk. Chair West expressed concern that the district was exposed if locates were not handled through a more reliable structure. Matt Ferkey emphasized the practical risks and potentially serious consequences of a failed or inaccurate locate. ShirleyMarie Raven recommended that the district move toward establishing a contract framework with an outside firm so backup assistance would be available when needed. Commissioner Doran-Lee also raised questions regarding required response times and the district's obligations. The discussion reflected substantial concern about legal exposure, operational readiness, and the absence of a fully developed on-call framework.

No formal action was taken.

5.8 Project Updates

5.8.1 EPA Rice Road

The Board received an update on the Rice Road project. The discussion included progress on applications and funding-related work. Vice Chair Donnelly noted that consultant staffing changes had caused delays and disrupted project continuity. Chair West questioned whether the district should consider other engineering options in the future, though Vice Chair Donnelly noted the district remained under contract for the current engineering relationship. The discussion reflected concern about delays, consultant transitions, and the resulting impact on project timing.

No formal action was taken.

5.8.2 ECWAG Intake Improvements

The Board received an update on the intake improvements project, including recent work related to funding applications and project figures. Vice Chair Donnelly reported that a consultant error had materially affected the proposal amount and required urgent correction. This discussion reflected frustration with delays and the complications caused by changing consultant personnel.

No formal action was taken.

5.8.2.1 Coos Bay Rail Line Rights-of-Way

The Board discussed right-of-way issues associated with the rail line and the district's need to determine its legal position. Members reviewed the lack of recent engagement on the matter and the need for additional legal analysis before proceeding further.

No formal action was taken.

5.8.3 Wastewater Facilities Plan

The Board received an update on the wastewater facilities plan. The discussion was brief and largely informational.

No formal action was taken.

6. Business Reports

6.1 Treasurer's Report (Financial Statement)

Staff presented the financial statement and answered questions regarding available cash and restricted funds. ShirleyMarie Raven asked questions to clarify how much of the reported cash balance was unrestricted and available for general operations. Staff explained that the reported total included restricted project funds. The discussion reflected a desire for clear distinction between unrestricted operating funds and project-restricted funds.

No formal action was taken.

6.2 Billing Report

Staff presented the billing report and summarized recent collection trends. The Board discussed past-due accounts and noted that overall changes were limited, although one additional account had moved above the \$1,000 level. The report was informational.

No formal action was taken.

6.3 Risk Management Report

6.3.1 Best Practices Survey Discount 2026

The Board reviewed the risk management report and discount-related items. Discussion was informational.

No formal action was taken.

7. Committee Reports

7.1 Grant Committee

The Board received updates on active grant work and pending funding opportunities. The report included discussion of grant applications and timing constraints. The discussion reflected the district's continued reliance on external funding opportunities and the uncertainty of outcomes.

No formal action was taken.

7.2 Emergency Committee

The Board received a brief update. No formal action was taken.

7.3 Finance Committee

7.3.1 Audit FY 2024-25

Staff reported that the first batch of information had been provided to the auditor and that the district had received the initial bill.

7.3.2 FY 2026-27 Budget Process

Staff reported that the district would begin the budget process soon, with the typical goal of a budget committee process in May and final budget adoption in June.

7.3.3 IFA Grant/Loan Extension

Staff reported that the loan had been extended through the end of March, subject to outstanding items and a forthcoming contract extension for signature.

No formal action was taken on finance committee items.

7.4 Operations Committee

7.4.1 Operations Manager Report

Chair West reported on recent operations-related meetings and discussed expectations regarding her role and communication with staff. Chair West stated that she wanted clearer written guidance regarding what was expected of the operations manager and when board involvement was required. The discussion reflected concern about role clarity and internal communication.

7.4.1.1 Staff Meeting Notes

Staff meeting notes were referenced during the operations discussion.

7.4.2 Water System Update

The Board discussed ongoing water system operations, training, and staffing capacity. The discussion reflected concern about maintaining adequate certified staffing and about the district's dependence on a limited number of trained personnel.

7.4.3 Sewer System Update

The Board received a sewer system update. The discussion was informational.

No formal action was taken on operations committee items.

7.5 Administration Committee

7.5.1 District Records Project

The Board received an update on district records work.

7.5.2 Rate Study with RCAC

The Board received an update on the rate study process.

No formal action was taken on administration committee items.

8. Board Reports

Board members offered additional comments and observations. The discussion included continuing concern about board capacity, governance workload, and the need for additional participation and clearer procedures.

No formal action was taken.

9. Public Comment

No separate public comment beyond comments integrated into agenda item discussions was recorded.

10. Future Items

Future agenda planning was discussed generally.

11. Adjournment

The meeting was adjourned.