

MAPLETON WATER DISTRICT

PO BOX 435, MAPLETON, OREGON 97453

RESOLUTION 2026-04

A RESOLUTION ESTABLISHING PURCHASE, REIMBURSEMENT, AND CONTRACT AUTHORIZATION POLICIES

WHEREAS, The Mapleton Water District (“District”) must make routine and occasional purchases to carry out its operational and administrative responsibilities; and

WHEREAS, The Board of Commissioners seeks to ensure fiscal accountability, transparency, and appropriate internal controls over District expenditures; and

WHEREAS, ORS Chapter 264 authorizes the Board of Commissioners to adopt policies governing District operations, financial practices, and administrative procedures;

NOW, THEREFORE, BE IT RESOLVED BY THE MAPLETON WATER DISTRICT BOARD OF COMMISSIONERS AS FOLLOWS:

Section 1. Purpose

The purpose of this resolution is to establish clear purchasing, reimbursement, and authorization thresholds for District staff and Commissioners, and to define approval requirements for new agreements and recurring charges.

Section 2. Purchases and Reimbursements up to \$250

District staff members and Commissioners may make purchases on behalf of the District without prior authorization and be reimbursed, provided that:

- A. The cumulative total of such purchases by an individual does not exceed \$250 in any one calendar month; and
- B. All purchases are for legitimate District business purposes and supported by appropriate documentation, including itemized receipts.

Section 3. Purchases Greater Than \$250 and Less Than \$1,000

Any purchase with a cost greater than \$250 but less than \$1,000 shall require prior authorization by at least two (2) Commissioners before the purchase is made or reimbursement is approved.

Section 4. Purchases of \$1,000 or More

Any purchase in the amount of \$1,000 or more shall require authorization by a vote of the full Board of Commissioners, taken at a duly noticed public meeting, prior to the purchase or reimbursement.

Section 5. Purchase Authorization for Specific funds or Projects

The Board of Commissioners may authorize a commissioner or staff member to make purchases from funds or for projects specified by the Board until:

- A. Authorized funds are fully expended; or
- B. The project is completed; or
- C. The Board of Commissioners withdraws authorization; or
- D. The authorized Commissioner or staff member ceases to be a commissioner or staff member of the Mapleton Water District.

Section 6. Documentation and Compliance

All purchases and reimbursements authorized under this resolution must:

- A. Be fully documented with receipts and a description of the District purpose;
- B. Comply with the District’s adopted budget; and
- C. Conform to all applicable District policies and state law requirements.

Section 7. New Agreements and Recurring Charges

Notwithstanding any other provision of this resolution, any new agreement, contract, subscription, service arrangement, or recurring charge that obligates the District to ongoing or future payments shall require prior approval by a vote of the Board of Commissioners before any payment is made or obligation incurred.

Section 8. Distribution and Incorporation into District Policy Documents

This policy shall be distributed to all District employees and Commissioners and shall be incorporated into the District’s Employee Handbook, Board Handbook, and any other applicable District policy manuals or governing documents, as directed by the Board of Commissioners or District staff.

Section 9. Effective Date

This resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Commissioners of the Mapleton Water District this ____ day of _____, 2026 by the following vote:

	Commissioner	Aye	Nay	Present, Not Voting	Absent
Position 1	A. Donnelly				
Position 2	<i>Vacant</i>				
Position 3	J. Doran-Lee				
Position 4	V. West				
Position 5	S. Kelly				
Vote Totals					

BOARD OF COMMISSIONERS
MAPLETON WATER DISTRICT

Vanessa West, Chair

Julie Doran-Lee, Secretary Pro Tempore