



MAPLETON WATER DISTRICT  
BOARD OF COMMISSIONERS REGULAR MEETING  
6:00 PM AUGUST 14, 2023  
MAPLETON LIONS CLUB KITCHEN  
88151 RIVERVIEW AVENUE MAPLETON, OR

AGENDA

Call to Order and Roll Call

Introduction of Visitors

1. SAFETY COMMITTEE
2. CONSENT AGENDA (Items that typically do not require discussion to be approved with one motion)
  - 2.1. Approval of Minutes of July 17, 2023
  - 2.2. Approval of Expenditures August 14 through September 10, 2023
  - 2.3. Employee Timecards
  - 2.4. Board Correspondence
3. DISCUSSION ITEMS (Items requiring board action, direction, or discussion)
  - 3.1. Swearing in of Commissioners
  - 3.2. Proposal to meet with Special District Association of Oregon Risk Management/Local Insurance
  - 3.3. Safe Deposit Box
  - 3.4. Adoption of Amended Board Ground Rules
  - 3.5. Resolution 2023-07 Relating to Authorizing Donnelly to Access Grant Information
  - 3.6. After Hours Emergency Contact
  - 3.7. Committee System
    - 3.7.1. Organizational Chart
    - 3.7.2. Grant Committee
  - 3.8. Casino Grant Update-Items purchased, and items left to purchase
  - 3.9. Online Payment Update
4. BUSINESS REPORTS (Updates on business and financial activities and generally don't require action by motion)
  - 4.1. Financial Statement
  - 4.2. Monthly Expenses
  - 4.3. Utility Billing Reports
5. OPERATIONAL REPORTS
  - 5.1. Plant and Leak Update
  - 5.2. Cybersecurity Update
  - 5.3. Email and Website Update
  - 5.4. Open Assistant Plant Operator Position Update
  - 5.5. Cross Connection Program Update
6. PUBLIC COMMENT (Limited to 3 minutes per person for items not appearing on the agenda)
7. FUTURE ITEMS
  - 7.1.
8. ADJOURN

Expenditures August 14 through September 10, 2023

| PAYEE                       | AMOUNT       |
|-----------------------------|--------------|
| AMERICAN BUSINESS SOFTWARE  | \$ 42.50     |
| ANALYTICAL LABORATORY GROUP | \$ 236.00    |
| BUCKS SANITARY SERVICE      | \$ 119.70    |
| BUCKWARD & HORNUNG CPAS, PC | \$ 400.63    |
| CENTRAL LINCOLN PUD         | \$ 1,495.20  |
| CENTURYLINK                 | \$ 292.30    |
| DELTA OPERATIONS            | \$ 5,929.68  |
| HERSHNER HUNTER             | \$ 3,109.00  |
| HYAK                        | \$ 7,155.00  |
| MAPLETON LIONS CLUB         | \$ 850.00    |
| RAIN FOR RENT               | \$ 3,361.11  |
| VERIZON                     | \$ 147.24    |
| WESTECH                     | \$ 10,000.00 |
|                             | \$ 33,138.36 |







# MAPLETON WATER DISTRICT TIMESHEET

Agenda Item 2.3

EMPLOYEE: Joe Rochon

MONTH/YEAR: 7/23

| DATE  | TASK, ACTIVITIES AND PROJECTS                                 | HOURS  | MILEAGE |
|---|---|--------|---------|
| S 1   | Ran plant called & emailed w/tech Kelsie,                     | 6      | 7       |
| 2   | called Dave ph fixing, ran plant, patched chlorine            | 8      | 7       |
| 3   | Dave, Billy, Mike H&T, Jersey, worked on settling tank        | 9      | 27      |
| H&T 4th   | called Dave, air leak in chlor sys, ran plant as normal       | 8      | 9       |
| 5   | Read meters, checked reservoirs, cleared rd, ran plant        | 10     | 56      |
| 6   | cleared rd for H&T, turned over 1 to New connection           | 9      | 18      |
| 7   | H&T moved next 3 over to new pipe, <del>plant</del>           | 8      | 12      |
| S 8   | ran plant to get art 35 psi, not working, air? Break fix?     | 8      | 9       |
| 9   | Brady no water, figured out connection, need more             | 6      | 26      |
| M&T 10  | Traced line up river, called Patty, Gib, it top, funder,      | 9      | 14      |
| 11  | Art, Dave, Mike Casihy, Tribes about trees. Plant.            | 9      | 9       |
| 12  | Cleaned TOP of pond again, flushed set tank, Plant            | 10     | 16      |
| 13  | checked arts meters, looked at tank with Mike H&T             | 8      | 22      |
| 14  | Plant, Vanessa, Dave, Emerald Pul Pito, Chem Tech, TEM        | 8      | 8       |
| S 15  | Ran plant tanks full art no water, Flora sick at plant        | 9      | 8       |
| 16  | ran plant until 12 shut down, tested 2x                       | 5      | 8       |
| 17  | 3000 gallon 4 Swiss Home, plant, fittings 4 Hydrant           | 8      | 12      |
| 18  | 3000, plant citric Acid wash Break wash non of 3000 mat       | 9      | 9       |
| 19  | 3000 plant, tested @ Empirion, Nancy's, interview,            | 8      | 20      |
| 20  | 3000 Seasoned Hydrant across from school, play poly tech      | 8      | 18      |
| 21  | 3000 Lukos separator, & chlor phone with Vanessa & Dave.      | 9      | 10      |
| S 22  | 3000 read meters tested @ plant 3 times, art still run.       | 8      | 58      |
| 23  | 3000 Plant X 2 Testing & running data up water                | 8      | 18      |
| 24  | 3000, took to Allen micro chlor to look at used plant & pumps | 10     | 47      |
| 25  | 3000 went up creek with Robbie, fixed stamp issue, plant      | 10     | 22      |
| 26  | 3000 plant tested levels with new flow, CIP, chem dip.        | 10     | 8       |
| 27  | 3000 cleaned Trib meters & cult, Jersey garden Dir Casihy     | 8      | 10      |
| 28  | 3000 caustic soda Bath, fast CIP rinse, plant, west east      | 10     | 8       |
| S 29  | shut down mars game, tested morning & high pump               | 8      | 9       |
| 30  | 6am started back up, mixed HYP0 read last of period           | 6      | 9       |
| 31  | 7am ran plant reservoirs with Dave, cleared rd, tested        | 9      | 20      |
| Plus Lab testing, Study, plant abnormal, dump run, & Light demo |   |        |         |
|   |   | TOTAL: | 257 534 |

★ Ronnie 8 HRS





# MAPLETON WATER DISTRICT TIMESHEET

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★ Ronnie 8 HRS



OREGON  
SOSOREGON  
AUDITS  
DIVISION

LaVonne Griffin-Valade Secretary of State  
Cheryl Myers Deputy Secretary of State, Tribal Liaison  
Kip Memmott Audits Director

August 1, 2023

BOARD OF DIRECTORS  
MAPLETON WATER DISTRICT  
PO BOX 435  
MAPLETON, OR 97453

The May election is complete and some of you are new to your official positions. Welcome! And many more of you are returning officials who have been serving your local government for quite some time. Thank you.

We are providing this letter to remind you of your responsibilities as a fiduciary of your local government.

As a governing official, you are a trustee of the local government and must exercise due diligence and oversight to ensure the local government is well-managed and its financial situation remains sound. As a trustee, you also carry some responsibility to ensure compliance with certain laws, rules, and grant or loan covenants.

Municipal Audit Law provides instructions for reports local governments are required to submit annually to the Secretary of State. Annual reporting is important for ensuring local governments are transparent and accountable to the public.

Under Municipal Audit Law (ORS 297.405-297.990), financial reports **must be filed each year** with the Oregon Audits Division. These annual filings must be filed either 90 or 180 days after fiscal year end and require a response to any findings reported by the independent auditor within 30 days of filing. Failure to file annual reports could result in dissolution.

Other areas of responsibility include the following:

1. Government Ethics for Public Officials – ORS 244<sup>1</sup>
2. Public meetings and public records law – ORS 192
3. Local budget law – ORS 294
4. Procurement and contracting – ORS Chapters 279A-C
5. Deposit and Investment of public funds - ORS Chapters 294 and 295

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<sup>1</sup> ORS – Oregon Revised Statutes

More information and resources to help you understand and comply with these statutes can be found on our website: [sos.oregon.gov/muniofficial](https://sos.oregon.gov/muniofficial)

Please contact our office if you have questions or wish to discuss any of the responsibilities or requirements outlined in this letter or on the linked site. Your role as a government official is an important one to ensure needed services are available and we appreciate your willingness to serve in this capacity.

A handwritten signature in black ink, appearing to read "Amy John", with a horizontal line extending to the right.

Amy John, CPA  
Municipal Program Manager  
Oregon Audits Division



LaVonne Griffin-Valade Secretary of State  
 Cheryl Myers Deputy Secretary of State, Tribal Liaison  
 Kip Memmott Audits Director

MUNICIPAL AUDIT LAW CHANGES effective January 1, 2024

You are receiving this letter because you are currently registered as a local government subject to Municipal Audit Law (ORS 297.405 - 297.990). Changes to Municipal Audit Law were enacted during the 2023 legislative session and impact all local governments.

House Bill 2110 A amended Municipal Audit Law; these changes become effective January 1, 2024. You can find more details on HB 2110 A online at

<https://olis.oregonlegislature.gov/liz/2023R1/Measures/Overview/HB2110>. Key changes are listed below.

1. **Updated thresholds:** Audits are required for counties and school districts and are now required for entities spending more than \$1 million annually — an increase from \$500,000. All other entities may be eligible for an audit exemption. Entities spending less than \$250,000 may be eligible to file a self-prepared report in lieu of audit.

| Report Type   | Thresholds as of 1/1/24 |
|---------------|-------------------------|
| Audit         | > \$1,000,000           |
| AUP           | \$250,001 - \$1,000,000 |
| Self-Prepared | ≤ \$250,000             |

2. **Agreed Upon Procedures (AUP) reporting:** Replacing review reports, AUP reporting directs auditors to perform and report results of procedures specified in the Oregon Minimum Standards (OAR 162-040). The procedures will address certain components of financial reporting, operations, and compliance.
3. **Filing fees:** As determined by entity spending, increased fees will range from \$40 to \$500.

| Spending over | Spending Not Over | Annual Fee |
|---------------|-------------------|------------|
| \$0           | \$50,000          | \$40       |
| \$50,000      | \$150,000         | \$80       |
| \$150,000     | \$250,000         | \$150      |
| \$250,000     | \$500,000         | \$250      |
| \$500,000     | \$1,000,000       | \$300      |
| \$1,000,000   | \$5,000,000       | \$350      |
| \$5,000,000   | \$10,000,000      | \$400      |
| \$10,000,000  | \$50,000,000      | \$450      |
| \$50,000,000  | -                 | \$500      |



## Next Steps

The Oregon Administrative Rules and Minimum Standards for Audits and Reviews will be revised to reflect these changes in law. Specifically, the rules will be revised to (1) include a definition of expenditures that will be consistently used to determine the filing threshold and fee, and (2) replace review report guidance with AUP guidance.

Rules will be developed in cooperation with the municipalities, CPAs, and membership organizations. I encourage you to participate in the rulemaking process or provide feedback to our office directly.

## Effective January 1, 2024

Changes to Municipal Audit Law are effective for fiscal years ending on or after January 1, 2024. You'll want to plan and ensure you're prepared for these changes. You can find more information on our website at [sos.oregon.gov/hb2110](https://sos.oregon.gov/hb2110). For timely information and notices related to rulemaking and other Municipal Audit Law topics sent directly to your email, look for the "Stay Connected" heading on the right side of our web page.

Please contact our office at 503-986-2255 if you have questions about the changes or have suggestions for revising the rules.

Thank you,



Amy John

Municipal Audit Manager  
Secretary of State, Audits Division

# Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 3.1

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Subject Swearing-in of Commissioners

Presenter Jordan Walker

Attachments Oaths of Office

Narrative The Oregon Constitution does not require special district commissioners to take an oath of office. However, many local government charters do require this. Walker received a notary commission and can therefore administer oaths of office to the commissioners.

Recommended Action Commissioners Kelly, West, Pettibon and Doran-Lee should read and sign oaths of office for the terms they were elected to in the May primary.

**Mapleton Water District  
Board of Commissioners**

**Oath of Office**

On this 14th day of August 2023, at 88158 Riverview Ave., Mapleton, Oregon,

I, JULIE DORAN-LEE, do solemnly swear that I will faithfully perform the duties of the office of COMMISSIONER of the MAPLETON WATER DISTRICT to the best of my abilities; that I will abide by the rules, regulations, and policies of the MAPLETON WATER DISTRICT; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.

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JULIE DORAN-LEE

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JORDAN WALKER



**Mapleton Water District  
Board of Commissioners**

**Oath of Office**

On this 14th day of August 2023, at 88158 Riverview Ave., Mapleton, Oregon,

I, SHARON KELLY, do solemnly swear that I will faithfully perform the duties of the office of COMMISSIONER of the MAPLETON WATER DISTRICT to the best of my abilities; that I will abide by the rules, regulations, and policies of the MAPLETON WATER DISTRICT; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.

---

SHARON KELLY

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JORDAN WALKER

**Mapleton Water District  
Board of Commissioners**

**Oath of Office**

On this 14th day of August 2023, at 88158 Riverview Ave., Mapleton, Oregon,

I, NANCY PETTIBON, do solemnly swear that I will faithfully perform the duties of the office of COMMISSIONER of the MAPLETON WATER DISTRICT to the best of my abilities; that I will abide by the rules, regulations, and policies of the MAPLETON WATER DISTRICT; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.

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NANCY PETTIBON

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JORDAN WALKER

**Mapleton Water District  
Board of Commissioners**

**Oath of Office**

On this 14th day of August 2023, at 88158 Riverview Ave., Mapleton, Oregon,

I, VANESSA WEST, do solemnly swear that I will faithfully perform the duties of the office of COMMISSIONER of the MAPLETON WATER DISTRICT to the best of my abilities; that I will abide by the rules, regulations, and policies of the MAPLETON WATER DISTRICT; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.

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VANESSA WEST

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JORDAN WALKER



# Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 3.2

Subject            Proposal to meet with Special District Association of Oregon Risk  
Management/Local Insurance

Presenter        Art Donnelly

Attachments     None

Narrative

Recommended   Discuss subject and goal of meeting.  
Action

# Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 3.3

|                    |  |
|--------------------|--|
| Subject            | Adoption of Amended Board Ground Rules   |
| Presenter          | Jordan Walker  |
| Attachments        | Oregon Pacific Bank Florence Safe Deposit Box Fee Schedule   |
| Narrative          | Commissioner Donnelly, DRC Terrusa and Plant Operator Rochon have all suggested that the district find a place to safely store important and original district documents. Oregon Pacific Bank offers safe deposit boxes for rent. Walker discussed the possibility of the district renting a safe deposit box with an OPB representative. He was informed that board approval would be required to open a safe deposit box. The largest box available is 3 x 10 for an annual fee of \$35. |
| Recommended Action | Discuss district's need for, and policy for access to, an OPB safe deposit box. Pass a motion to rent a 3 x 10 safe deposit box with the Florence Branch of Oregon Pacific Bank.   |




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## Florence Safe Deposit Box Fee Schedule

### Florence Branch

|              |          |
|--------------|----------|
| 2 x 5.....   | \$15.00  |
| 3 x 5.....   | \$20.00  |
| 5 x 5.....   | \$30.00  |
| 3 x 10.....  | \$35.00  |
| 5 x 10.....  | \$60.00  |
| 10 x 10..... | \$100.00 |

### Other Charges

|                          |          |
|--------------------------|----------|
| Box Drilling Fee.....    | \$150.00 |
| Key Replacement Fee..... | \$15.00  |
| Late Fee.....            | \$15.00  |

**\*Automatic payment is required for the annual rental fee from an Oregon Pacific Bank checking account.**



# Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 3.4

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Subject Adoption of Amended Board Ground Rules

Presenter Jordan Walker

Attachments Amended Board Ground Rules

Narrative At the July 17, 2023 Regular Board Meeting the commissioners reviewed a draft document called Board Ground Rules prepared by Kim Anderson with the Rural Community Assistance Corporation. The board requested several changes be made before adoption. The amended document is now pending the board's final adoption.

Recommended Action Adopt the amended board ground rules.

# Board Ground Rules

8/14/2023

## **Commissioner Powers & Responsibilities:**

- Commissioner powers are limited to acting collectively as the board in its official capacity.
- No single commissioner has the power to direct staff, conduct transactions, or bind or obligate the district in any manner unless the board has specifically voted to delegate that power.
- Commissioners acting outside of the legal scope of a board member may violate state ethics law and expose themselves and/or the board to legal liability.
- The board will elect annually from among its membership commissioners to serve in all offices.

## **The Chair:**

- Manages meetings according to the agreed upon ground rules.
- May participate in discussion and vote to the same extent as all board members.
- Shall ensure each commissioner has equal opportunities to contribute to discussion.

## **Agenda:**

- Regular monthly board meetings will be held on the second Monday of each month at 6:00 pm.
- An agenda that includes the date, time, location, and general listing of topics to be considered for each meeting will be posted at the Mapleton Post Office, Mapleton Lions Club, Facebook and the district's website 24 hours prior to the meeting.
- The board chair will prepare the agenda. Any board member may request items be placed on the agenda by notifying the chair at least one day in advance of public posting of the agenda.
- Items will be addressed in the order presented on the agenda to the greatest extent practicable.
- Agenda items may be reordered by motion or, with cause, at the discretion of the chair.
- Items may be added to the agenda during a meeting by request of a board member with concurrence of a second board member.

## **Good Order:**

- Only one item or motion will be discussed at a time.
- Commissioners will wait to be recognized by the chair prior to engaging in discussion.
- Commissioners will refrain from monopolizing discussion time.
- Commissioners will not interrupt or talk over one another, except to assert a point of order.
- Public comment will be limited to 3 minutes per visitor for each topic on which they wish to speak.

## **Motions:**

- All motions require a second to be discussed. Absent a second the motion dies.
- Motions should be worded affirmatively and not conflict with higher law.
- The maker of a motion may withdraw, clarify, or reword a motion with the consent of the second prior to a vote on the original motion.
- Amendments may substitute, delete, or add words to a motion, but cannot negate it or change the primary topic of the motion.

# Board Ground Rules

8/14/2023

## Voting:

- The quorum of the board is three commissioners.
- If the quorum is only three commissioners, all votes must be unanimous to be considered passed or failed by a majority of the board.
- Emergency actions taken by a board member on behalf of the board or authorized by the board verbally outside of a meeting, must be ratified by vote at a later meeting by the board.
- Votes of the board are final and binding.
- Commissioners will abide by the will of the board.

## Minutes:

Meeting minutes are required for all public meetings and shall at minimum contain the following:

- Name of board members, visitors, and staff present.
- All motions, resolutions, orders, measures and ordinances proposed, and their disposition.
- The result of any votes, including the vote of each board member by name. Secret ballots are not permitted.
- The substance of the discussion on any matter.
- Reference to any document discussed at the meeting.

## Commissioner Communications:

- The board will designate one member to serve as the public information officer and press contact.
- Commissioners should refrain from communicating with customers or the press in a manner that will undercut or impair the authority or public opinion of the board.
- Prior to publicly sharing information, Commissioners should consider if it is private or privileged.
- Commissioners expressing personal opinions publicly should clearly identify them as personal opinions.

The undersigned, duly elected or appointed commissioners, agree to conduct board operations in accordance with these ground rules until superseded by adoption of official Board and/or operational policy manuals.

\_\_\_\_\_  
Position 1

Print Name \_\_\_\_\_

\_\_\_\_\_  
Position 2

Print Name \_\_\_\_\_

\_\_\_\_\_  
Position 3

Print Name \_\_\_\_\_

\_\_\_\_\_  
Position 4

Print Name \_\_\_\_\_

\_\_\_\_\_  
Position 5

Print Name \_\_\_\_\_

# Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 3.5

|                    |  |
|--------------------|--|
| Subject            | Resolution 2023-07 Authorizing Donnelly to Access Grant Information  |
| Presenter          | Art Donnelly   |
| Attachments        | Resolution 2023-07   |
| Narrative          | The Board of Commissioners elected Commissioner Donnelly Vice Chair. Under the organizational chart this office is serves as chair of the grant committee. Resolution 2023-07 would aid Donnelly in carrying out his duties as chair of the grant committee by providing him with official board authorization to access grant-related information from third parties. |
| Recommended Action | Approve Resolution 2023-07 Authorizing Donnelly to Access Grant Information.   |



# MAPLETON WATER DISTRICT

PO BOX 435, MAPLETON, OREGON, 97453

## RESOLUTION NO. 2023-07

**A RESOLUTION DESIGNATING ARTHUR DONNELLY AS AN AUTHORIZED REPRESENTATIVE OF THE MAPLETON WATER DISTRICT FOR THE EXCLUSIVE PURPOSE OF ACCESSING PRIVILEGED AND PRIVATE INFORMATION HELD BY GRANT FUNDING AGENCIES AND FINANCIAL INFORMATION FROM THE DISTRICT'S ACCOUNTANT; RELATING TO GRANTS AND LOANS RECEIVED BY THE MAPLETON WATER DISTRICT STARTING IN 2020.**

**WHEREAS**, the Mapleton Water District's Board needs complete and up to date information on all grants and loans received by the District for purposes of financial planning, complying with the terms and conditions of such funding and effective budgeting of infrastructure spending; and,

**WHEREAS**, the Mapleton Water District's Grant Committee, chaired by Board member Arthur Donnelly, needs complete and up to date information on all grants and loans received by the Mapleton Water District beginning in 2020, as well as accurate and current financial information on the disposition of such funding in order to successfully pursue future funding opportunities; and,

**WHEREAS**, Funding entities are prohibited from sharing information related to documentation on grant applications, awards funding for Mapleton water District to parties that have not been identified in the documentation as official representatives of the Mapleton Water District or who have not been formally delegated those responsibilities by the District's Board of Commissioners.

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

Arthur Donnelly is hereby identified as an authorized representative of the Mapleton Water District on any matters pertaining to the application, award or status of funding for grants and loans that the District may have applied for, or may have been awarded beginning in 2020, for a period of one year, effective as of the date of this resolution unless otherwise rescinded by the Board of Commissioners.

Approval of this resolution moved by \_\_\_\_\_. Seconded by \_\_\_\_\_.  
Adopted by the Board of Commissioners of Mapleton Water District this \_\_\_\_\_ day of \_\_\_\_\_, 2023  
by the following vote:

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

MAPLETON WATER DISTRICT

\_\_\_\_\_  
Vanessa West, Chair

\_\_\_\_\_  
Nancy Pettibon, Secretary

# Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 3.7

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Subject            Committee System

Presenter        Vanessa West

Attachments     Organizational Chart

Narrative        Kim Anderson with the RCAC provided the district with a finalized version of the organizational chart based on the board work session that took place in May 2023. Changes have been made to the structure and the items have been color coded based on the factors listed in the chart legend.

Recommended    Discuss and adopt the finalized organizational chart.  
Action

Subject            Online Payment Update

Presenter         Jordan Walker

Attachments      None.

Narrative         Walker set up a Stripe account so the district can now accept online payments. It was thought that the district could pass along the transaction fees to the customers if they wanted to use this method of payment. It appears that that is not the case. Walker will further research the settings on the account for alternative ways to recoup the transaction fees if it is possible.

A note was included with the July bill notifying customers that online payments were now an option. Two customers have used this option so far.

If the district chooses to continue to absorb the transaction fees the rate is 2.9% of the transaction total plus \$0.30 per transaction. Hypothetically, if every customer used a credit or debit card to pay their bill the cost would total approximately \$7,000 annually. This is a very unlikely outcome. A better estimate for this year would be 10 to 20 percent of customer adopting the online payment option. A more realistic cost estimate would be \$670 to \$1340 for the year.

It appears that there is an option to add a surcharge to a transaction though some elements of Stripe are automatically set by Streamline, the district website contractor. It appears the district will need to work with Streamline to add a surcharge.

Recommended    Discuss the district policy on transaction fees.  
Action

Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 4.2

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Subject            Monthly Expenses

Presenter         Jordan Walker

Attachments      Expenses for July 2023

Narrative         Total expenditures for July 2023 totaled \$14,885.15.

Recommended    Review figures.  
Action

**July 2023 Expenditures**

| <b>Date</b> | <b>Check Number</b> | <b>Amount</b> | <b>Description</b>           | <b>Memo</b>                          | <b>Description</b>                          | <b>Category</b> | <b>Category 2</b> |
|-------------|---------------------|---------------|------------------------------|--------------------------------------|---|-----------------|-------------------|
| 7/3/2023    | 0                   | -\$1.00       | POINT OF SALE DEBIT          | Amazon                               | Email Server Fee                            | 1615            |                   |
| 7/6/2023    | 1067                | -\$204.56     | CHECK                        | Ronald Flansberg                     | Payroll                                     | 1412            |                   |
| 7/6/2023    | 1065                | -\$1,225.17   | CHECK                        | Jordan Walker                        | Payroll                                     | 1412            |                   |
| 7/6/2023    | 1064                | -\$3,732.01   | CHECK                        | Joe Rochon                           | Payroll                                     | 1401            |                   |
| 7/7/2023    | 0                   | -\$15.51      | POINT OF SALE DEBIT          | Mapleton Food & Fuel                 | Equipment Fuel                              | 1501            |                   |
| 7/10/2023   | 0                   | -\$13.00      | POINT OF SALE DEBIT          | Lane County Waste Management         | Garbage Disposal                            | 1513            |                   |
| 7/12/2023   | 0                   | -\$7.99       | POINT OF SALE DEBIT          | Amazon                               | Binder Clips                                | 1505            |                   |
| 7/12/2023   | 0                   | -\$160.25     | POINT OF SALE DEBIT          | Amazon                               | Envelopes/Binders/Staples/Ink/Paper/Stapler | 1505 (\$128.91) | 1613 (\$31.34)    |
| 7/12/2023   | 0                   | -\$261.56     | ACH WITHDRAWAL               | EMPLOYER CONTRB MAPLETON WATER D     | PERS  | 1408            |                   |
| 7/12/2023   | 0                   | -\$527.47     | ACH WITHDRAWAL               | EMPLOYER CONTRB MAPLETON WATER D     | PERS  | 1408            |                   |
| 7/12/2023   | 1063                | -\$850.00     | CHECK                        | Mapleton Lions Club                  | Rent/Back Rent                              | 1527            |                   |
| 7/13/2023   | 1068                | -\$329.47     | CHECK                        | Joe Rochon                           | Mileage                                     | 1535            |                   |
| 7/14/2023   | 1076                | -\$56.00      | CHECK                        | Analytical Laboratory Group          | Water Testing                               | 1525            |                   |
| 7/17/2023   | 0                   | -\$756.00     | POINT OF SALE DEBIT          | Streamline                           | Website Hosting                             | 1615            |                   |
| 7/17/2023   | 0                   | -\$1.19       | ACH WITHDRAWAL               | OR REVENUE DEPT MAPLETON WATER DI    | Payroll Taxes                               | 1404            |                   |
| 7/17/2023   | 0                   | -\$22.30      | ACH WITHDRAWAL               | IRS MAPLETON WATER DISTRIC ACH DEBIT | Payroll Taxes                               | 1404            |                   |
| 7/17/2023   | 0                   | -\$156.94     | ACH WITHDRAWAL               | OR REVENUE DEPT MAPLETON WATER DI    | Payroll Taxes                               | 1404            |                   |
| 7/17/2023   | 1077                | -\$286.06     | CHECK                        | CenturyLink                          | Telephone                                   | 1523            |                   |
| 7/17/2023   | 1066                | -\$498.96     | CHECK                        | Kelsie Allen                         | Payroll                                     | 1412            |                   |
| 7/17/2023   | 0                   | -\$995.66     | ACH WITHDRAWAL               | IRS MAPLETON WATER DISTRIC ACH DEBIT | Payroll Taxes                               | 1404            |                   |
| 7/17/2023   | 1072                | -\$1,035.59   | CHECK                        | SAIF Corporation                     | Workers Comp                                | 1511            |                   |
| 7/18/2023   | 1075                | -\$119.70     | CHECK                        | Bucks Sanitary Service               | Plant Outhouse                              | 1501            |                   |
| 7/18/2023   | 1079                | -\$390.00     | CHECK                        | Emerald Pool & Patio                 | Chlorine                                    | 1501            |                   |
| 7/18/2023   | 1074                | -\$795.00     | CHECK                        | David Terrusa                        | DRC Services                                | 1607            |                   |
| 7/19/2023   | 1073                | -\$42.50      | CHECK                        | American Business Software           | Billing Software                            | 1611            |                   |
| 7/19/2023   | 1070                | -\$1,696.86   | CHECK                        | Central Lincoln PUD                  | Power                                       | 1517 (\$835.11) | 1606 (\$861.75)   |
| 7/20/2023   | 1071                | -\$71.25      | CHECK                        | Verizon                              | Telephone                                   | 1523            |                   |
| 7/21/2023   | 0                   | -\$198.00     | POINT OF SALE DEBIT-PIN USED | US Postal Service                    | Postage                                     | 1523            |                   |
| 7/21/2023   | 1078                | -\$400.63     | CHECK                        | Buckwald & Hornung CPAs PC           | Accounting Services                         | 1507            |                   |
| 7/24/2023   | 0                   | -\$12.95      | POINT OF SALE DEBIT          | Amazon                               | Received Stamp                              | 1613            |                   |
| 7/24/2023   | 0                   | -\$13.07      | POINT OF SALE DEBIT          | Amazon                               | Hanging files                               | 1501            |                   |
| 7/28/2023   | 0                   | -\$8.50       | POINT OF SALE DEBIT          | Phil's Saw Shop                      | Operating Supplies                          | 1501            |                   |

-\$14,885.15

Mapleton Water District

August 14, 2023 Regular Board Meeting

Agenda Item 4.2

Subject Utility Billing Reports

Presenter Jordan Walker

Attachments None.

Narrative

|                   | July 2022   | July 2023   |
|-------------------|-------------|-------------|
| Billed Amount     | \$24,089.05 | \$26,714.65 |
| Payments Received | \$15,465.23 | \$21,268.23 |

|                | July 10, 2023 | August 14, 2023 |
|----------------|---------------|-----------------|
| Past Due Total | \$20,124.12   | \$16,123.10     |

A letter to customers with past due balances was sent on August 8, 2023.

Recommended Review figures.

Action