



MAPLETON WATER DISTRICT  
APPROVED MEETING MINUTES  
DECEMBER 11, 2023 REGULAR MEETING

**Board Members Present:** Vanessa West, Julie Doran-Lee and Art Donnelly

**Others Present:** Jordan Walker, ShirleyMarie Raven, Sammy Hughes and Joe Rochon

*Meeting opened at 6:09 p.m.*

**Approve the Agenda**

West said that she would like to add a work session on the 18<sup>th</sup> to include Kim Anderson with RCAC. Walker said that it does not need to be added to the agenda. West could just announce it. West said that there will be a work session on December 18<sup>th</sup> from two to five pm.

**Consent Agenda**

West said that she was surprised at the number of checks she had to sign this month. Walker said that the checks she signed most recently were for the current month and therefore would not be included in the list of expenditures for this meeting. West asked if the district is billed monthly from SDAO. Walker said that that is an annual membership fee. Doran-Lee questioned some entries on the operations employee timesheets. She made a note at the last meeting on recent working hours and her notes do not match the timesheets. West clarified some of the circumstances surrounding the timesheets and plant operations.

Donnelly said that getting a schedule established for operations would be helpful in keeping track of hours. West said that she had created a schedule for operations and hoped that having operations staff available during business hours would help move things forward by making contact easier. She said that the schedule would be discussed further at the next staff meeting on Thursday.

Donnelly asked if it was necessary to have Rochon and Hughes at the board meetings. West said that she thought it was helpful because ninety percent of her information comes from Rochon and a lot of what she does as chair was, and should be, done by paid staff.

West said that DRC Terrusa said that having the lead operators job is sitting down and completing the daily journal entry. If the board had access to this information, a lot of the issues with the timesheet in operations could be clarified. The board further discussed how employees are filling-out timesheets and requested more detail.

Rochon arrived at the meeting and discussed his communication ability due to previously not having a working phone. Rochon said that he now has the working district cell phone. West reviewed what was discussed prior to his arrival.

Donnelly had questions about a check to Robert Patterson and the Oregon Department of Forestry. Walker said that Fire Chief Patterson picked up some culvert for the district and the ODF payment was an annual fee charged to the district.

**Motion:** Approve the consent agenda.

Motion made by Donnelly, seconded by Doran-Lee. Approved unanimously.

### ***ECWAG Grant Update***

West said that she just spoke with Preston van Meter with West Yost, the district's engineer for the ECWAG grant. He said he will be leaving on December 20 but he will have the engineering plan ready before he leaves. West said she will have the environmental report and then should be able to get the initial application submitted by late next week.

Donnelly asked if he and West need to cancel a meeting that had been scheduled with Anderson since they will not have the required documentation. West said that cancelling would make sense because they would not have the information and what the district really needs to have Holly Halligan to review.

Walker said that he did not think the board had officially approved the application.

**Motion:** Authorize Vanessa West to sign documents required to apply for the ECWAG grant.

Made by Donnelly, seconded by Doran-Lee. Approved unanimously.

West then discussed the Lakos separator and the difficulty she was having in getting it separated from the plant improvements bid documents so the district could purchase it for less. She asked the board for permission to purchase the Lakos separator so she can get it for cheaper than originally proposed.

**Motion:** Authorize Vanessa West to purchase the Lakos separator through the most cost-effective mean possible.

Made by Donnelly, seconded by Doran-Lee. Approved unanimously.

West further discussed the urgency of the project that the ECWAG grant is designated for and the prospect of the district reimbursed for the expenses up to six months prior to approval. Donnelly asked if it would make sense to have H&J or another contractor to work on the road and culver above the treatment plant. West said she would like to get it done as soon as possible. Donnelly clarified that the treatment plant is as much danger as it was two weeks ago. West said it is, but then there are things that can be delayed and need to be delayed due to wildlife restrictions. She said she told the engineer that that she was very concerned about making it through the winter without incident.

Rochon mentioned that there may be a need to borrow an ATV to make it to the top of the intake during next couple of months, especially if it snow. West said that she was concerned about insurance coverage. Walker said he thought it would be covered, but he could check.

West also discussed moving certain pending expenses to the emergency grant to reduce the pending loan amount. Rochon asked if it included a wall that he believed was unnecessary. West said that it would include that and that there cannot be any more change orders.

### ***Supplemental Budget***

Walker said that a supplemental budget would be necessary due in large part to unexpected additional personnel costs, but also some additional materials and services costs. There were also changes on the revenue side of the budget. We started with more cash than we budgeted for and there will be additional water revenue due to the increase in rates.

Walker said that Anderson suggested that the district add an overtime item on the budget to better monitor that expenditure. Walker said that he projected ten hours a week. West said that seemed like a lot. Walker said that it is but the goal is not to get anywhere near that amount and to avoid a contingency transfer. The board reviewed Walker's other proposed changes and made adjustments as they saw as necessary. One topic was the projected need for legal. Both West and Donnelly said that it should be increase more than Walker was suggesting.

Raven sought to clarify the maintenance and repairs line item as there had been no expenditures from it. West said that some of the small repairs should have been included in that line even though they were reimbursed by Business Oregon so some recategorization will be necessary.

Raven wanted to clarify to origin of the additional contingency balance. Walker explained that it was due to less expenditures the previous year and therefore an increase in a higher beginning cash balance, a grant that was not included originally, and finally, an increase in revenue due to the rate increase.

### **Kamstrup Meters Report**

At the previous regular meeting Donnelly asked for more information on the district's Kamstrup meters. Walker did some research and was able to provide information on life expectancy and the warranty. Batteries are expected to last between 10 and 16 years. Warranty coverage is based on the age of the battery. Each residential meter cost about \$340 dollars. Walker noted that our service provider had changed from Correct Equipment to H.D. Fowler. Rochon and the board discussed the removal of unused meters.

Rochon and the board also discussed the air in the system which, Donnelly as the highest elevation user, has been particularly affected by. They discussed possible causes and solutions.

West said that she was frustrated that the leak detection equipment had not been purchased yet. She said that the purchase needs to be made so the district qualifies for future casino grants. She and Rochon discussed future purchases and the need to keep purchase documents.

Raven raised the issue of the utility trailer purchased by the district from Ronnie Flansberg. Rochon said there are personal items still in the trailer. West noted the need for it to be added to the district's insurance and for the district to receive the title in order to do this.

### **Employee Evaluation Rubrics**

The board discussed the need for a process for evaluating employee performance as noted by the SDIS site visit report. Donnelly asked if Walker could send out photos of the work the board completed on this at a previous work session. Walker said that it may be best if he completed a draft and submit it for the board to review.

Rochon noted that he and Pettibon were working on the material data safety sheets. He provided an update on what chemicals were on site at the plant and his intent to properly dispose of unused chemicals. West said that it would be good to have two copies of the book containing the material data safety sheets, one for the plant and another for the office.

### **East Mapleton Customer Account**

Walker said that the insurance claim was sent to insurance, however the adjuster was unable to

make contact by phone, so they sent the customer a letter. This district forwarded all relevant information to the district's insurance provider. Doran-Lee said that she wanted to keep the insurance claim and the dispute over the customer account balance separate.

The board reviewed the customer's anonymized account history. They discussed the adjustments, leak credits, and previous apparent false positive for a leak. The board consensus was that the account was correctly billed and the customer simply needs to pay more on their bill.

### **Past Due Account Collections**

Walker noted that he provided the board with a breakdown of past due account balance for all customers. Raven sought to clarify the number of people in each category. West discussed her preference for a shutoff policy. Walker said that district ordinances do not specify a late policy necessarily. It specifies a late fee and a ten day notice prior to shutoff. Raven suggested payment agreement terms that vary based on the account balance to make it easier for customers to stick with their plans. Walker said that it would be best that the board pass a resolution with the polices included so that he has something to give to customers while enforcing the policy. The board discussed what should be included in the resolution. Walker said he would take what the board discussed and create a resolution for consideration at a future meeting.

### **Treasurer's Report**

No action was taken. The financial statement for November was reviewed.

### **Billing Report**

This was covered in the discussion regarding past due account collections.

### **Risk Management Report**

Walker said he will be updating Troy DeYoung with SDIS regarding progress on issue noted in his site visit the preceding September and asked about progress on items other than the previously discussed material data safety sheets. West noted that the leak on the storage tank still needs to be addressed. Walker said that board policy changes are anticipated to be discussed at the next work session with Anderson. Donnelly noted the need for employee policies to be created and adopted. Walker said that HR Solutions provided a sample employee handbook that was pretty thorough as a starting point. Walker also said that he has setup a Vector Solutions training account, but he has been having trouble with accessing it.

Walker said that Heidi with Zolezzi Insurance suggested that we increase our crime coverage to \$500,000 from \$50,000. The board approved increasing that coverage and Walker said he would let Heidi know their decision.

### **Plant System Update**

West noted that she hoped the new skid would be installed by next winter if everything goes well between now and then. Rochon discussed the rate of production for the current skid which has been unstable for a few weeks. West discussed his working hours and the availability of the assistance operator. She said that she will be monitoring adherence to the new schedule she created and expected to see someone at the plant by nine in the morning.

### **Grant Committee Report**

Donnelly said that the district received approval to redirect the SIP grant funds towards to the

\$86,000 master plan. He thanked West for getting that done within a tight deadline. Donnelly said that the district is at about 98% of the EPA phase one. He has had some trouble with the SAM website which has slowed him down a bit. He said he was frustrated with the level of assistance he has received from the EPA. They tell him that they contract out assistance to RCAC so there is a limit to how much they can help him. Doran-Lee asked if it would make sense hire a consultant to help with grants. West said that her experience with grant consultants has not been positive. She said the district really needs a bigger grant committee to get everything done. Donnelly said he has tried reaching out to many people without success.

**Emergency Committee Report**

No update.

**Finance Committee Report**

Covered earlier in the meeting.

**Operations Committee Report**

West said she is continuing to work with her contacts to get the new plant constructed.

**Administration Committee**

Walker said this was covered in the risk management report. Discussed the possibility send out a newsletter.

West brought up the issue of the Riverview Culvert Replacement. She noted that it was going to cost the district about \$50,000 to move the district's water line.

Meeting adjourned at 8:51.