



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM NOVEMBER 13, 2023

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

Board Members Excused: Nancy Pettibon

Others Present: ShirleyMarie Raven, Kim Anderson (RCAC) and Jordan Walker (MWD)

West called the meeting to order at 6:09 p.m.

Consent Agenda

West noted that only the October 19th meeting minutes were included with the packet at this meeting. Anderson said that it may be necessary to allow Walker more time to catch up on minutes. West made a motion to exclude the minutes not included in the packet from the consent agenda. Anderson said that West, as chair, can strike certain items from the agenda and a motion is not necessary. Donnelly noted that the minutes that were included are very detailed and was unsure that if that level of detail was a good use of Walker's time. Too much detail may actually make the minutes less transparent to the general public. West said that she liked the level of detail in those particular minutes because there was so much new information, but generally agreed that it was not normally necessary.

Anderson said that a place to approve the agenda, or make changes, can be added as an agenda item at the beginning. West said that she like the idea of given the board the opportunity to make changes. Donnelly asked if now would be a good time schedule an executive session. West suggested that we may have one after the meeting, time permitting.

Motion: Approve the minutes from the October 19, 2023 special board meeting.

Motion made by Doran-Lee, seconded by Kelly. Motion carried unanimously.

The board then moved on to timesheets. Doran-Lee expressed concern with the timesheets generally. West said she was particularly concerned with the number of hours being worked by Rochon and the additional cost to the district in overtime pay as it is unsustainable. The first month was understandable because we had several leaks that required immediate attention. Now Rochon and Hughes are having to hand clean the skid because the pressure from the mountain is pushing water in even when it is not running. Doran-Lee said she thought that overtime had to be approved. Donnelly noted that overtime approval is part of the job description. West said that she does get calls from Rochon, usually on the weekends, for additional hours. She said she can work with Rochon to schedule work around weekends. Doran-Lee asked why there was only one timesheet and said that there is not enough description to justify the hours. Raven asked if there was a way to change the schedule to have weekends off. West said that there is a way to fix the skid to decrease the need for cleaning it. Rochon said it would be relatively cheap and quick. Doran-Lee questioned the mileage on the timesheets. West said that she would like future timesheets to have more detail and would let Rochon know. Anderson said there appears to be a need for predictive maintenance. Rochon has been working fairly independently but might benefit from the board providing more direction.

Anderson raised the issue of employee evaluations. She said that evaluating employee performance would be difficult if the board has not set expectations such as an established schedule. Donnelly noted



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM NOVEMBER 13, 2023

that expectations are set in the board adopted job descriptions. It was possible, he said, that this was not made clear upon hiring. Anderson said that the board would need to base evaluations on job descriptions.

Doran-Lee said she would like more justification on timesheets in the future. West said she would like the hours worked as well as the time of day worked and to change the timesheet to include this. Doran-Lee said that the timesheet does not really need to be changed and that there was plenty of space to include work times. West said she would like to schedule a management meeting to discuss employee issues, including timesheets. She said that she would investigate the issues and report to the board.

Kelly asked how much time Rochon gets for lunch. Anderson said that because there is no set schedule, there are no set lunch hours. Donnelly said that what he thinks the board would like is just a better accounting of time on particular tasks. West said that she would like Rochon to have some set plant hours then some time for field work. Raven asked why there had not been a schedule in the past. West said that the position was previously salaried and therefore paid regardless of hours worked in a week. Anderson summarized the board's items for discussion to include: scheduling, timesheets, job descriptions, Rochon's input on Hughes' evaluation, and the operations committee investigation. West said that she would decide later on whom she would like to assist her on the investigation.

Motion: Approve employee timesheets for October 2023.

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

The board proceeded to discuss October expenditures. Walker said that the trailer was purchased and the district has a bill of sale but is waiting on the title from the seller. Doran-Lee said the board should appoint someone to follow up on the title. West said the point of the Three Rivers Committee Grant was to use the equipment, not just purchase it. Leak detection equipment has still not been purchased and she said she is feeling a little overwhelmed. West noted that the distributor he had previously been soliciting equipment from had an antiquated payment processing system which caused the delay. Anderson said that purchasing may need to be completed by another person.

Motion: Direct Jordan Walker to complete equipment purchases for the district.

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

West asked if the district is done paying Rain for Rent. Walker said that the final bill has been paid. He noted that the district still has an outstanding balance due to Delta Operations. This balance included restoration of a cathode for the chlorine generator at the plant and a bill for services provided. The board previously paid \$40,000 on the outstanding balance but had disputed the total amount charged for emergency services provided. West explained that this was because during a crisis, one Delta employee spent hours on the phone with Westech to troubleshoot a skid error. The dispute was over the charge for other employees not engaged in that work. Donnelly said that it was too late to dispute this and it needs to get paid. West agreed and noted that the district will need to borrow more money at a later date. Anderson asked if the board should ask Delta for a payment plan. West said that she



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM NOVEMBER 13, 2023

would prefer just paying it in full. Donnelly explained that the board understands that it is essentially turning grant funds into a future debt.

Doran-Lee asked what the expenditure to Grundens was for. West said that it was for safety equipment and noted that it should be included the TRC grant column.

Motion: Approve expenditures with the reclassification of the Grundens expenditure as coming from the TRC grant funds.

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

Customer Damage

This is an issue that has previously been discussed by the board. In brief, a leak was discovered at the end of August which the customer claims damaged personal property. West said that she thought it would be best to refer this to the district's insurance carrier. She did not recall any fencing damage at the time. Doran-Lee said she thought that the past due bill is a separate issue and should not be conflated with the damage claim. She reviewed the account and it appears that everything has been credited to the customer's account in terms of water leaks. Donnelly and Kelly asked if there was a copy of the bill they could see. Anderson said that an anonymized bill could be made available without violating privacy rules. Walker said he could provide that at a future meeting.

Motion: File a claim with the district's insurance carrier regarding the customer damage for the August leak on East Mapleton Road.

Motion made by Kelly, seconded by Doran-Lee. Motion passed unanimously.

Review Board Policies

West said that she only has a couple of changes. Anderson said that Donnelly sent her some good comments she would include with the other changes. Anderson clarified that the Office Administrator would serve as the board clerk. West said that one change she would like to make is on page six, item B. She said that it says board members are expected to participate in the day-to-day operations, but thought the district could not require this. Anderson said she could change that section to "may" participate in day-to-day operations. West also said that some items are vague. Anderson said these items will be clarified with future policy. Doran-Lee asked where the section on executive sessions came from. Anderson said that she took those mostly from the Special District Association of Oregon and clarified that the board, at the discretion of the chair, can invite non-board members to executive sessions. West said that she would like page 12 to be changed so that only committee chairs are required to be residents, but not committee members. Doran-Lee noted that the board had already made this policy earlier in the year. Anderson said that there is a difference between committee "members" and "participants", the former being able to vote on committee actions. Donnelly said he thought it would be best if the board appoints the chair. Doran-Lee asked about the limit placed on the number of committees one person can serve on. Anderson said that it was to prevent an unelected person from having undue influence over the district, but the board can change this as it sees fit. She also suggested that the position of the chair could be exempted from that provision. West said she



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM NOVEMBER 13, 2023

thought the position of chair of a committee should be reserved for district residents. Anderson said that there would be no need to explicitly state that non-chair committee members can be non-district residents.

Anderson noted that meeting agendas have been posted only a couple of days before the meeting itself. Statutes require that notice of meetings should be posted to give interested parties enough time to realistically attend the meeting. West said that Walker had been preparing the agendas recently so board members should alert him to items they would like to include in the agenda. Walker suggested that he work with board members to prepare board reports and submit drafts to said board members for final approval. The board consensus is that the agenda should be posted no later than five calendar days from the meeting.

Doran-Lee said that the meetings are now recorded so the minutes should not be a problem. Anderson said that the minutes still need to be typed for publication. West said that she approved an additional ten hours for Walker to catch up on minutes.

Anderson said that page 13 places some guardrails on district management. West said she would need to review this section in more detail and follow up with Anderson later. Doran-Lee wanted clarification on supervision of the Office Administrator. Anderson said the Secretary would serve as the Office Administrator's supervisor. West said this section appears to give the chair management responsibilities. Anderson said that it would give the chair some leeway in providing direction to employees, but mainly the supervisory role is transmitting the full boards priorities to district staff.

Doran-Lee expressed concern that only one person would be conducting employee evaluations. Anderson said that evaluations would be conducted in a manner set forth by personnel policies but the final evaluation would need to be approved by the full board. West said she would seek input from other board members as needed. Anderson said that pages 13 through 16 would be important in developing employee evaluation policies.

West said she was concerned about the media section. Anderson said that during a crisis West should be focusing on solving the crisis. Doran-Lee should consult with West and handle the media as the primary contact. Doran-Lee can send out a press release and leave it at that if she wishes. West said that she wants the district to be in the press for good reasons instead of just when there is a crisis. Anderson said that the board can establish a media policy to produce positive media attention. Doran-Lee said that the media does not always get the story right. Anderson said that a communications and media strategy can help with accuracy.

Emergency Grant

West said that she was told by the engineers that they would have everything ready by the 17th or 18th. She has spoken with Michelle Holman at the USFS regarding the two species of bird in the area and does not think they are on site. West said she thought the turnaround time for this grant would be relatively quick but it looks like it will take months. Donnelly said that he would like to see a copy of the contract with Civil West. West said that she spoke with Holly Halligan who gave her the verbiage that the grant reviewers are looking for and was confident that the engineer could provide this for the application.



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM NOVEMBER 13, 2023

Anderson said that she has spoken to some agencies regarding engineering, and they raised the issue of higher than expected costs for engineering from Civil West. The OHA, she was told, expects engineers to self-regulate. She made this comment in suggesting that the board consider soliciting bids for engineering services. Donnelly said that he tried to get assistance from SDAO regarding obtaining an engineer but they were not very helpful. Anderson said that this is not really their strong suit. Donnelly said that the process is frustrating because no one on the board has experience with hiring an engineer and it has been hard getting advice from people. Civil West was chosen because they have a good reputation and the district has had a relationship with them in the past.

Business Cards

West said she would like to order business cards for the board and employees. She has been at several conferences where they would have been useful in making contacts with agencies. Doran-Lee asked about the cost. Walker looked up the cost and he said they are about \$20 per hundred. Donnelly and Doran-Lee both said they might not need them but would support purchasing them because West could use them.

Motion: Purchase business cards for board members and employees.

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

Treasurer's Report

Walker said that the board will need to pass a supplemental budget. This will coincide with the beginning of the next fiscal year budget cycle. He asked if the board would like to schedule a budget committee meeting in January. West said she thought that sounded like a good idea and said that she was pretty nervous about the districts budget. Walker said that the district should be good until January. Walker said he would schedule a budget committee meeting for 5 p.m. on January 8, 2024.

Billing Report

Walker said that the past due account total has increased over the previous month. West said that we do have an ordinance to shut people off after ten days, but we should probably give customers more time. Doran-Lee asked if there are other large outstanding balances other than the one previously discussed. Walker said that there are a handful of such accounts. Doran-Lee said that it is not fair to the customers themselves to allow such large amounts to accrue. Donnelly said that letting these accounts go on like this sends the wrong message to customers who are paying on time. Anderson said that customer policies are a project she has on her agenda for the district after board policies and board orientation. She said with shut off policies, the key is consistency. Every member of the board needs to be on the same page. The board should set up parameters for payment arrangements. Walker said he could propose some parameters for the board to consider. At this time the district does not have any active payment plans.

Risk Management

Walker said the best practices survey has been completed. He asked if the board would like to include cybersecurity coverage in the renewal. West said she would like to know how much it would cost and what it would cover. Insurance did not cover much on the last incident. Donnelly asked why the board



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM NOVEMBER 13, 2023

has not received a report on the previous incident. He also said that we do not have any policies in place to prevent a reoccurrence of the previous incident. Doran-Lee mentioned a recent problem with a thumb drive being used at the plant. Walker said that the sample handbook includes a section of on technology policies. Doran-Lee also asked Hyak for a sample technology agreement.

Walker reviewed the site visit report from the SDIS visit. The district is making progress on employee management with Anderson's proposed policies. Personnel policies are in the beginning stages. A Vector Solutions account has been set up for the district so OSHA trainings can be assigned. Physical security is something that needs improvement. Preventive maintenance at the reservoirs needs to be made a priority now that Rochon has Hughes' help. West said that cleaning, rust repairs and the ladder all need work. Anderson said that SDIS just wants to see progress. Walker said he would report back to SDIS.

Operations Update

West said that Rochon is only having to run the plant two or three days a week. She said water is getting into the skid which has been causing problems. Rochon told her that the fix is pretty quick and cheap. Anderson raised the subject of Rochon's time management. She said he may need more direction from the board on priorities. She said that establishing a routine and regular hours may help staff be more productive.

Donnelly asked for an update on the Staller meter issue. Walker said that he had contacted the customer and notified Rochon about the issue.

Lakos Filter

West said she wanted to vote on the filter but now they want three bids to have it installed before the rest of the plant. Anderson said that the issue is that projects cannot be altered to avoid public contracting laws. There may be good reason to split it out but it looks somewhat suspicious from a public contracting standpoint. The board can keep it in the existing bid with the requirement that it be installed first. West was under the impression that it would be easy to split it out from the rest of the bid but now she has been told that it will cost more and take more time.

Grant Committee

Donnelly said that the emergency grant has already been covered. He and Carolee Howes have created a matrix for the existing grants. The formatting was a little off, but the board should be able to get the gist of the committee's current status. The committee is on the lookout for new grant opportunities.

Doran-Lee asked about lottery funds. Donnelly explained that the \$1.4 million grant is lottery funding and is something that relies on the assistance of state legislators.

Donnelly said that most governmental grants require engineering plans in the application. The board has approved this and a master plan is in the works.

Finance Committee

No new updates.



MAPLETON WATER DISTRICT
BOARD OF COMMISSIONERS
UNAPPROVED REGULAR MEETING MINUTES
6:00 PM NOVEMBER 13, 2023

Administration Committee

Walker raised the Material Data Safety Sheets that Pettibon was working on previously. Doran-Lee said she did not get that information passed along to her when she took on the additional duties. West said that many substances at the plant can be gotten rid of which will reduce the paperwork associated with this project. Raven offered to help with disposing of the excess and unnecessary substances.

Board Reports

Anderson said that she wanted to take the opportunity to ask the board to review a possible letter of support for the RCAP program. She asked the board review it and revise it as needed.

Anderson asked for additions to her community work plan for the district. She has rules and regulations on her agenda and asked if the board would like to put personnel and financial policies on it as well. West said that her goal is to have everything in writing so it can be performed by employees.

Kelly asked about financial reporting programs. Anderson said that it appears that the district's accountant provides very limited reports. She does not have a lot of additional information on the subject.

Donnelly said that he thought there needed to be a focus on strategic planning, by which he meant planning for the future sustainability of the district. Anderson said that this would be a large part of the rate study. Donnelly also mentioned a capital improvement plan and a back up operations plan if Rochon is suddenly not available for some reason.

Meeting adjourned at 9:47 p.m.

These minutes were approved at the June 10, 2024 Regular Meeting.