



MAPLETON WATER DISTRICT  
BOARD OF COMMISSIONERS  
APPROVED REGULAR MEETING MINUTES  
6:00 PM AUGUST 14, 2023

Board Members Present: Sharon Kelly, Vanessa West, Nancy Pettibon and Art Donnelly

Board Members Absent: Julie Doran-Lee

Others Present: ShirleyMarie Raven, Jordan Walker and Joe Rochon

Meeting opened at 6:00.

**Safety Committee**

Rochon was not present at the beginning of the meeting so West postponed the Safety Committee meeting.

**Consent Agenda**

Commissioners reviewed the minutes from the July 17, 2023 meeting.

**Motion:** Approve July 17, 2023 meeting minutes.

Motion made by Kelly, seconded by Donnelly. Motion approved unanimously.

Commissioners reviewed expenditures from August 14 through September 10, 2023. The Rain for Rent and Delta expenditures were noted and Walker explained that the Rain for Rent was a final bill. The Delta invoice was for a subcontractor's work on the chlorine generator's cathode. Pettibon asked what Hershner Hunter was for. Donnelly explained that it was the firm advising the board on employment matters. Donnelly asked what the Hyak expenditure included. Walker explained that the Hyak charges included one-time and monthly charges. West asked that expenditures that will be reimbursed by grant funds be separated in the future.

**Motion:** Approve expenditures from August 14 through September 10, 2023.

Motion made by West, seconded by Kelly. Motion approved unanimously.

Commissioners reviewed employee timecards. West explained that Flansberg was called to assist Rochon above the plant for a few hours in July. She said that she would prefer more description on timecards. She also said she would like Rochon to take more time off when possible, maybe limiting weekends to two hours a day until an assistant is hired.

**Motion:** Approve employee timecards from July 2023.

Motion made by Kelly, seconded by Donnelly. Motion approved unanimously.

West asked what board correspondence was for. Walker explained that it was where correspondence addressed to the board but not requiring action would be placed.

**Swearing in of Commissioners**

Kelly said that she thought everyone had already been sworn in. West said that Doran-Lee was absent at that meeting. Walker said that as he is now a Notary Public so Doran-Lee can be sworn in at the next meeting.



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**Proposal to meet with SDAO Risk Management and the District's insurance agent**

Donnelly said that he had spoken with Troy DeYoung with SDAO's Risk Management department. DeYoung said that he would like to visit the district and, along with Craig Zolezzi, make a presentation to the board and answer any questions members may have. West said that it would be a good idea to clean the plant before they visit and the board should set a clean up day between now and then. West asked Donnelly to check with DeYoung on a couple of available days so a meeting could be scheduled then get back to the board.

**Safe Deposit Box**

Walker said that several board members had mentioned the need to have a safe place for important original documents. The largest available safe deposit box from the district's bank, Oregon Pacific Bank, is 3x10". West said that the board would need to decide who would have access to the box and suggested that she and Walker both have access.

**Motion:** Authorize the opening of a 3x10" safe deposit box at Oregon Pacific Bank in Florence with access to be given to Vanessa West and Jordan Walker.

Motion made by Pettibon, seconded by Kelly. Motion approved unanimously.

**Adoption of Amended Board Ground Rules**

At a previous meeting the board review draft Board Ground Rules and asked that they be amended. Walker made the requested amendments and presented the document to the board. West said that she would like to amend the document further so that it states that board officers be elected at the first regular board meeting in August. This would give the board time to get to know each other prior to voting on officers.

**Motion:** Further revise the draft Board Ground Rules to include the provision that the election of officers annually at the first regular board meeting in August.

Motion made by Kelly, seconded by Pettibon. Motion approved unanimously.

**Resolution 2023-07 Relating to Authorizing Donnelly to Access Grant Information**

Donnelly said that this would streamline the process of him obtaining grant-related information as chair of the grant committee. West wanted to ensure that this would not prevent her from obtaining grant information. Walker said that the resolution is not exclusive and only simplifies the process for the various agencies.

**Motion:** Adopt Resolution 2023-07 authorizing Art Donnelly to access grant information.

Motion made by Pettibon, seconded by Kelly. Motion approved unanimously.

**After Hours Emergency Contact**

West said that she wanted to establish after hours emergency contacts for the district and proposed herself as board chair and Doran-Lee as chair of the emergency committee. Walker asked if she had spoken with Doran-Lee about this. West said she did mention it in passing and Doran-Lee seemed to agree.



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**Motion:** Appoint Vanessa West and Julie Doran-Lee as contacts in case of a water emergency.

Motion made by Pettibon, seconded by Kelly. Motion approved unanimously.

**Committee System**

**Organizational Chart**

Commissioners discussed the final draft of the organizational chart. West said that there will inevitably be some overlap between some committee and officer responsibilities. Commissioners would just need to ensure that no more than two members are directly involved in the interaction to abide by Oregon's public meetings laws. She said that she had taken the lead on the backflow program which potentially involves several committees.

**Grant Committee**

Donnelly said that he had completely unpacked the box provided by former grant committee members. He said he has seen 19 different grants that have been applied for from 2020 to March 2023. He said the board needs to make plans for compliance with the grant conditions and create a calendar to ensure the district meets deadlines.

Donnelly said that he had investigated several grant opportunities, including the Ford Foundation, Environmental Protection Agency, Three Rivers Casino Foundation, and Special District Association of Oregon. He said it appears that the district does not qualify for the particular EPA grant he reviewed. He was going to pursue grants from the SDAO for security purposes. He said that it would be helpful to meet with West and Rochon to get a better idea of the district's needs from the operations perspective. He explained that the Sustainable Infrastructure Program grant is actually a forgivable loan. He is confident that the district would qualify for loan forgiveness given its low-income status. He said he will be meeting with an organization for training on grant writing.

**Three Rivers Casino Grant Update**

West said that the purpose of this grant is not so much spending the funds but using the equipment the grant funds paid for. Donnelly said that the district has about \$34,000 to spend from the TRC grant by his and Cindy Haberman's calculations. West said that she would like Rochon to get a trailer and leak detection equipment. Rochon said that he has a trailer in mind that is locally owned. West said that she was concerned about a trailer being too long. Rochon said that the trailer is a good size. Having a trailer that is too short would make it difficult to back up. West said that she thought it should be she and Donnelly who approved purchases. Currently, she and Pettibon had been approving purchases. Pettibon and Donnelly agreed to this.

**Business Reports**

The board briefly reviewed the July 2023 Financial Statement. Monthly expenses were largely covered in the consent agenda. The board reviewed the utility billing report and it was noted that customers seem to be paying down their past due balances.

**Operational Reports**

West said that the board needs to schedule a plant clean up prior to the SDIS representative's visit. She



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asked commissioners to figure out a time that would work with their schedules. She also said that she would like to get an updated list of district assets. West discussed the repairs to the line under the bridge. She said that H&J Construction worked with ODOT to save the district money. Had the district been required to provide flagging the cost of the project would have been significantly higher.

West said that Hyak had been on site to make the district's IT infrastructure more secure.

**Other Items**

West said that she would like to have a one-hour executive session the following Monday to discuss the hire process for an assistant water system operator followed by a special meeting to make a decision.

Adjourned at 8: 34 p.m.