



MAPLETON WATER DISTRICT TIMESHEET

EMPLOYEE: MATTHEW FERKEY

DATES: March 16th-31st 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
16 th	Operations at WTP, Office, clean intake, board meeting	8		5	
17 th	Remote start skid, monitor water quality, remote stop skid	1			
18 th	water samples, alarms, change regulator on pressure reducing valve, mess with raw water and Lakos.	2		8	
19 th	clean PRV, operations at WTP and office	2		4	
20 th	employee meeting, operations at WTP, office, soda ash	2.5		8	
21 st	Remote monitoring	.5			
22 nd	Check WTP, clean strainers, start skid, remote monitor and stop skid	1.5		4	
23 rd	Clean intake, remote monitory water quality and tank levels	2		8	
24 th	Remote start, monitor, remote stop skid	1.5			
25 th	Partial meter reading, remote monitoring water quality and level	2.5		23	
26 th	salt delivery, finish meter reading, read logs	5		19	
27 th	Employee meeting, 2 nd salt delivery	2		4	
28 th	install meters/box work, water theft lockout	3		11	
29 th	Check WTP/trailer project, close WTP door	1		4	
30 th	Remote start skid, monitor water, remove stop skid, check trailer project	2		4	
31 st	Check intake, remote monitoring	.5		4	
	TOTAL:	37		106	



MAPLETON WATER DISTRICT TIMESHEET

EMPLOYEE: Cameron Forrette

DATES: March 01-15, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
3/1	Sewer		1.5		2
3/2	Sewer		1.5		2
3/3	Sewer		1.5		2
3/4	Sewer		1.5		2
3/5	Sewer		1.5		2
3/5	To ALG with sewer samples (sampler failed)		3		100
3/6	Sewer, Weekly Meeting	1	1.5	2	
3/7	Sewer		1.5		
3/8	Sewer		1.5		
3/9	Sewer		1.5		
3/10	Sewer		1.5		2
3/11	Sewer		1.5		2
3/12	Sewer		1.5		2
3/13	Sewer, weekly meeting	1	1.5	2	2
3/14	Sewer, Water trailer, wiring.	3	1.5		2
3/15	Sewer		1.5		2
TOTAL:		5	25.5	4	122



MAPLETON WATER DISTRICT TIMESHEET

EMPLOYEE: JORDAN WALKER

DATES: MARCH 16-31, 2026

DATE:	TASK, ACTIVITIES AND PROJECTS:	HOURS		MILEAGE	
		WATER	SEWER	WATER	SEWER
3/16	RCAC meeting re customer usage data; Biz Oregon/one-stop follow up; meeting prep; payments; mail; payments; meeting.	11			
3/17	ROW/easement search request to Lane County; RCAC data follow up; meeting minutes; locate contractor follow up.	6			
3/18	Reviewed/processed Rice Road Pipeline Replacement invoice(s), payments; PFAS testing shipping; OPB deposit.	5.25		30	
3/19	MWD/SDAO documents to Steve Elliott; soda ash/salt delivery coordination; Civil West invoices; SDAO meeting coordination; timesheets.	5.5			
3/20	EPA grant/Rice Road invoice follow up; tank security issue; staff meeting notes; customer leak follow up; staff meeting; SDAO legal counsel meeting; customer portal/autopay setup; SDIS follow up; payroll/accounts payable.	7.5			
3/21	Distributed 3/20 staff meeting notes; meter/account follow up.	2			
3/22					
3/23	Payment reminders; Maple Lane RV Park account/leak credit follow up; police report/billing follow up; treatment trailer sample coordination; late account follow ups.	8			
3/24	Asana grant portfolios/projects setup; accounts payable reminder follow up; late payment follow up contacts.	2			
3/25	RCAC/Biz Oregon documents and financial statement follow up; tax exempt status/W-9; salt delivery scheduling; late notices; minutes.	8			
3/26	Current fiscal year transaction review; lab reports forwarded; payment receipt/payment portal correction; Mapleton Food Share billing follow up; Business Oregon requests; Budget prep data.	7			
3/27	Staff meeting notes; phone system update; Mapleton Food Share sewer billing; RCAC financial statement/Excel follow up; line of credit renewal; operations list/salt reschedule.	8			
3/28					
3/29	Newsletter prep; account portal update for customer.	2			
3/30	Usage rate response for Biz Oregon/RCAC; WTP as-builts request; schedule/absence coordination; billing processing; Business Oregon grant closeout documents.	9			
3/31	Loan documents/signature coordination; board signer/governance follow up; OPB deposit; billing review.	7		30	
TOTAL:		88.25		60	