**CLOVERDALE SANITARY DISTRICT**
Board Meeting Minutes
October 14, 2026

1. Board Director Corcoran called the meeting to order at 7:00pm

2. Directors present were Jeniffer Corcoran, Candy Pengelly and Fred Bassett.
   Staff members present were Heidi Reid, Carl Dietz and Jeremy Alexander. Jennifer Romero was absent.

3. Correspondence
   a. None

4. Minutes for meeting held in September 2026
   The Board was presented with the minutes from the meeting in September. They reviewed them and did not see any changes that needed to be made.

   **Motion**
   Director Bassett moved to approve the minutes as written. Director Corcoran seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for month ending 09/30/2026
   The Board was presented with the invoices that were to be paid for the month of September. She let the Board know we paid payroll taxes as always. Zwald was paid for the sludge hauling, McMaster Carr was for lab supplies, USA Bluebook was for blower oil. The Board did not have any questions regarding the payables.

   The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had $23,508 of user fee income for the month with a total net income of $10,477. She let the Board know there is $98,305 in the General Fund, savings has $9,811 and $113,711 in the LGIP Capital Improvement fund.

   The Board was presented with the Delinquent accounts. The total delinquent amount is $3,382.She let the Board know Mehmet paid his bills off. We will be receiving a tax check from the Morgan account and for what ever reason Basinger is on the list so she will look into that.

   Mr. Alexander asked what we were going to do about the Basinger account, they are both gone. Mrs. Reid said they have an individual taking care of the estate so she is going to look into it. Mr. Alexander mentioned they are ahead on their water bill but way behind on their sewer bill.

**Motion**
Director Corcoran moved to approve and pay the invoices for the month of September.
Director Bassett seconded the motion carried with three ayes.

6. Operators Report for the month of September 2026
Mr. Alexander stated the plant has produced high-quality effluent in the month of September without any abnormalities.

He stated we are still having vandalism issues with the gate. OSP doesn't maintain their cell cam's battery, so no images of the three occurrences have ever been recorded. Obviously, they weren't even checking it regularly as they would have seen it was dead. There is a grant available for additional security monitoring. We plan to put our own networked cam at the gate.

He let the Board know we lost a blower motor in September. He ordered a new blower as the one we have is obsolete and can not be rebuilt. We should see the invoice for that next month. He said the bill is roughly $2,031. He said we are locked into a Baldor Motor, that specific motor fits the current mounts we have.

We continue to have rotting copper pipe. He replaced the 25-foot run from the chlorine doser to the hydrant on the SE corner of the building. HE also replaced a piece out at the contact chamber that had a drip starting mid pipe.

Mr. Alexander let the Board know the Cloverdale Café has reopened and we are seeing a peculiar foam on the clarifier surface. It may be coincidental or a grease issue. We are keeping an eye on it.

The Board did not have any questions regarding the operator's report.

7. Unfinished Business
   a. Update on Income Survey
   Mrs. Reid let the Board know the initial letter went out letting customers know to watch for the survey in the mail. Director Corcoran and Mr. Alexander said they thought it was junk mail and almost threw it away. They said it did not have any markings on it, so it may get thrown away. The letter enclosed did make sense. Director Corcoran is going to send Mrs. Reid a copy of what came in the mail.
   Mrs. Reid let the Board know the schedule for the mailing is:
   1. Introductory letter went out October 5th
   2. The 1st survey mailing went out October 12th
   3. The 2nd survey mailing will go out November 2nd

4. The 3rd survey will be determined once we figure out how effective the other two surveys have been.

She asked the Board to let her know when they get the survey in the mail, we will wait and see how the first round goes.

b. Loan information from Business Oregon
No new updates

c. Update on HBH Planning & Construction
Mrs. Reid let the Board know she had a meeting with Rob Henry at HBH to go over the planning, design and construction phases of the project. She let the Board know the first portion, planning, had pretty much been completed with the Facilities Master Plan. The next portion will be the design phase. This is basically getting the blueprints and engineering completed. She let the board know this phase will be approximately $350,000 and take 12 to 18 months to complete. We have to send out RFQ's select an engineer and get soil samples among other things. Mrs. Reid let the Board know we are on a timeline in regards to the loan process and the value of the Master Plan and how long DEQ will allow us to utilize it before they say we need another updated one. She stated she is working on it. Once we get through the survey we will have a better idea as to where we go from here and how we proceed. Once we get into the design phase this will put us into the project and prolong the value of the master plan.

Director Corcoran thanked Mrs. Reid for working on it.

8. <u>New Business</u>
   a. None

9. <u>Safety</u>
   a. Winter Risk Planning
   The Board was presented with a handout regarding winter risk planning. They shortly discussed steps to be taken before winter weather hits, what to do during winter weather and the steps to take after winter weather. Mr. Alexander let the Board know he has a list of tasks he completes for all of this.

10. <u>Unscheduled Business</u>
    a. None

11. Adjournment

Board Director Corcoran adjourned the meeting at 7:17pm

**Motion**

Director Corcoran moved to adjourn the meeting.
Director Bassett seconded the motion carried with three ayes.

These Minutes were approved by the Board of Directors by the following votes:

Aye:_____ Nay:_____ Abstain: _____ Absent:_____ Attest:_____

_____ _____

Board Member Board Member

_____

Minutes transcribed and submitted by Heidi Reid, Administrator