

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

February 11, 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, Jennifer Romero, Jeremy Alexander and Carl Dietz.
3. Correspondence
 - a. None
4. Minutes for meeting held in November 2025
The Board was presented with the minutes from the meeting in November. 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 01/31/2026
The Board was presented with the invoices that were to be paid for the month of January. She let the Board know we paid payroll taxes, the Government Ethics Commission is our annual fee to them, it went up this year again. SDAO is for our liability insurance, it went up roughly 10% this year and is projected to go up 12% next year. USPS is for stamps and renewal of our PO box. Director Pengelly asked how much the PO Box was, Mrs. Romero stated it was \$126. There was a short discussion as to the cost of the PO Box, however the District needs it and we will keep paying for it.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had \$4,923 loss for the month this is due to the insurance payment. She stated we had \$16,327 of income for the month. Mrs. Reid let the Board know there is \$72,647 in the General Fund, savings has \$8,917 and \$95,803 in the LGIP Capital Improvement fund.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$5,319.84 with four accounts on it. Mrs. Reid let the Board know Mehmet, Morgan and Amato will have their taxes assessed for payment if they do not pay by June.

Motion

Director Corcoran moved to approve and pay the invoices for the month of January.

Director Bassett seconded the motion carried with three ayes.

6. Operators Report for the month of January 2026

Mr. Alexander stated The plant produced high quality effluent and we have had no incidents or anomalies to report in the last quarter of 2025 or during last month, January 2026 (all since our September meeting).

Our annual Fire Marshall Hazardous Materials and our annual Industrial User Surveys have been completed on time and accepted by the State Fire Marshall and DEQ/EPA.

The vandalism and general happenings of no good have slowed. We have installed No Over Night Parking signs. Our four new pan and tilt night vision cameras are up and recording 24/7. ODFW will be returning at the February meeting to resume electric gate plans for boat ramp users.

The anomaly crunch, thump and grinding sounds emanating from the clarifier continue and are persistent, though they have not gotten worse since last September's reporting on this.

Nestucca HS's fresh water has been in spec since school began again. This significantly reduced our soda ash consumption due to gentle pH in our HS supplied influent. It has been good for several months. Our corrosion problems are idle.

We have had some heavier expenses in the last quarter of 2025. They are reflected in the financials Heidi prepared for us. They include chemicals for treatment as well as analysis and some replacement labware.

It has been slow and thankfully uneventful.

7. Unfinished Business

a. Discussion re: HBH and new Facilities Master Plan

Mrs. Reid let the Board know we received a letter dated January 16, 2026 and it appears our Facilities Master Plan has been approved. It states the "Recommended Projects" are enhancement of waste water treatment plant and incorporation of redundancy in case of treatment plant unit failure. The next step is to schedule a "One Stop" meeting to see if we qualify for grants or low-income loans. Mr. Alexander asked who all was a part of that meeting. Mrs. Reid stated she believed it would be with Business Oregon, DEQ, HBH and the Board. She also let the Board know, according to the letter we are going to have to do an Environmental Review. She is not sure the scope or

cost at this time but we will soon find out. The Board let her know they would like to know when the meeting is so if they can attend they will. Mr. Alexander also let the Board know, the Engineer that was initially working on our project is no longer with the company, the project has been handed off to his boss. Even with the handoff things seem to be moving forward. Director Bassett asked who does the Environmental Review, Mr. Alexander stated it was the EPA. Director Bassett asked what all it entailed, Mr. Alexander stated he did not know but we are going to find out. We did an Impact Statement years ago with the old plan but that is different than an Environmental Study.

8. New Business

a. None

9. Safety

a. OSHA Flood Safety & Awareness

The Board was presented with a handout from OSHA regarding flood risks, safety measures, evacuation plans and post flood safety. There was a short discussion regarding what happens at the Plant if the river rises and how to deal with flood waters.

10. Unscheduled Business

a. Mr. Alexander mentioned the gate that is going to be installed by ODFW. Mrs. Reid let the board know the letter confirming the lease had been sent out and she received an email from Mike letting her know the project would begin this month sometime.

b. Mrs. Reid reminded the Board we now only have three board members. She asked if they had been looking for new members. Director Corcoran mentioned she had been talking to people but most of them are renters not owners. Mrs. Reid let the Board know she had received an inquiry from Justin Styla she was going to contact him and see if he qualified to be a member. She would let them know at the next meeting.

11. Directors Comments

None

12. Next Meeting Scheduled

March 11, 2026

13. Adjournment

Board Director Corcoran adjourned the meeting at 7:20pm

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/Bookkeeper