

## **CLOVERDALE SANITARY DISTRICT**

### Board Meeting Minutes

August 14, 2024

1. Board Director Warren called the meeting to order at 7:00pm
2. Directors present were Jon Warren, Fred Bassett, Jeniffer Corcoran and Candy Pengelly.  
Staff members present were Heidi Reid, Roger Jesinghaus and Jeremy Alexander. Jennifer Romero was absent.
3. Correspondence
  - a. Letter from PUD re: Fence  
The Board was presented with a letter from PUD regarding a safety violation involving the fence by the gate being too close to the power pole. PUD was contacted and they have removed the violation due to the pole being accessible from the opposite side of the fence.
  - b. Letter from DSL re: Easement Needed for Outfall Pipe  
The Board was presented with the email received from Department of State Lands regarding an easement for the outfall and diffuser line. According to DSL the District never applied for or received an easement for out outfall pipe into the Nestucca River. This means we have been discharging into the rive for over 50 years without proper authorization. Mrs. Reid let the Board know she and Richard had sent DSL the easement information we have on file. These easements are regarding the low water line, not the high-water line, which is what the DSL is requesting the easement for. She let the Board know she had contacted the County to look for additional easement records and they could not find anything. The Board asked what we needed to do to get the easement and resolve the situation. Mrs. Reid explained there is a form (application for easement) to complete and return along with the fee for the application. The fee ranges from \$750 to \$1,500, she is going to ask that DSL wave the fee but she is not sure they will be willing to do this. After the application is submitted, she does not know what the fee will be for the actual easement. She will keep the Board informed as to what comes of the application.
4. Minutes for meeting held in July 2024  
The Board was presented with the minutes from the meeting in July 2024. They reviewed them and didn't see any changes that needed made.

**Motion**

Director Basset moved to approve the minutes as written.

Director Corcoran seconded the motion carried with four ayes.

5. Financial Review – Accounts Payable for month ending 07/31/2024

The Board was presented with the invoices that were to be paid for the month of July. Mrs. Reid let the Board know workers comp had been paid, we made the transfer to the CIF to the money market account, Zwald had been paid for the sludge hauling, the invoices for McMaster Carr and USA Bluebook were for the tertiary filter and the vault repairs. All of the other invoices were normal for the month. There were no questions on the payables.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had a net loss of \$6,113. This is due in part to the school not paying their bill for two months and \$5,324 of accounts being paid ahead. The advance payments reduce the amount of income for the month against the expenses for the month creating part of the loss. She let the Board know the school did finally send their payment and are now current, they will see that income on the August P&L. Mrs. Reid stated there is \$9,146 in the General Fund, \$6,260 in the Money Market account and \$140,895 in the Capital Improvement fund. She let the Board know the CIF gained \$500 in interest for the month. Mr. Alexander asked if the school pays a late fee, Mrs. Reid stated they do, it is 10%. There were no other questions regarding the reports.

The Board was presented with the Delinquent accounts. She let them Susan Amato and the Dory are still on the list and their taxes have been assessed. We should see a check for the assessment in roughly October from the Tas Assessors office. Jessica Casper will be sent a letter regarding her delinquency. There were no questions regarding the assessments or delinquents.

**Motion**

Director Warren moved to approve and pay the invoices for the month of August.

Director Basset seconded the motion carried with four ayes.

6. Operators Report for the month of July 2024

Mr. Alexander let the Board know we made good effluent for the month, as always. There have been numerous expenses related to the tertiary filter as well as diversion of the effluent to the pond. The new lift pumps were installed and they are done, up and running. The invoice should be coming in the next couple of days.

Mr. Alexander let the Board know he is scheduled to take his wastewater treatment test on the 30<sup>th</sup>, he does expect to pass the test. Once this is

completed Richard will no longer be with the District. He informed the Board Mr. Jesinghaus is prepping for his wastewater level one application, he will soon have enough time in the aggregate to be able to take the test.

Mr. Alexander said he is still waiting on an update from Westech regarding the Facilities Plan. He left a message today for an update but has not received a call back as of yet. He assumes they are working on it but does not have confirmation.

7. Unfinished Business

a. Website Up and Running – Customers are using the online bill pay module

Mrs. Reid let the Board know the website is up and running and our customers are viewing it and utilizing the online bill pay feature.

b. Update on Loan Process

Mrs. Reid let the Board know everything is submitted, she had a meeting with DEQ regarding how to complete the funds disbursement form once we begin receiving invoices that need to be paid. Now we are simply waiting on Westech to complete the Facilities Master Plan and invoice us for it.

8. New Business

a. None

9. Safety

a. Preventing Staff Injuries as Work

The Board was presented with a handout regarding how to prevent staff injuries at work. The Board reviewed the information regarding overexertion, slipping/tripping, falling from heights along with a plethora of other information. There were no questions regarding how to prevent staff injuries at work.

10. Unscheduled Business

11. Directors Comments

a. None

12. Next Meeting Scheduled

September 11, 2024

13. Adjournment

Board Director Warren adjourned the meeting at 7:16pm

**Motion**

Director Bassett moved to adjourn the meeting.

Director Warren seconded the motion carried with four ayes.

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

Aye:\_\_\_\_\_ Nay:\_\_\_\_\_ Abstain: \_\_\_\_\_ Absent:\_\_\_\_\_ Attest:\_\_\_\_\_

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Board Member

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Board Member

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Minutes transcribed and submitted by Heidi Reid, Administrator/Bookkeeper