

## CLOVERDALE SANITARY DISTRICT

### Board Meeting Minutes

July 10, 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.  
Roger Jesinghaus and Jennifer Romero were absent.  
Staff members present were Heidi Reid, and Jeremy Alexander.

3. Correspondence

- a. None

4. Minutes for meeting held in June 2024

The Board was presented with the minutes from the meeting in June 2024. They reviewed them and didn't see any changes that needed made.

#### **Motion**

Director Corcoran moved to approve the minutes as written.

Director Bassett seconded the motion carried with four ayes.

5. Financial Review – Accounts Payable for month ending 06/30/2024

The Board was presented with the invoices that were to be paid for the month of June. Mrs. Reid let the Board know Zwald hauled last month, the invoice for them and the Port of Tillamook Bay were paid. She purchased some office supplies from Quill and Mr. Alexander had a small order from McMaster-Carr. All of the other invoices were normal for the month. There were no questions on the payables.

The P&L for the month end, P&L Budget vs Actual for end of year and Balance sheet were presented to the Board. Mrs. Reid let the Board know that these are the final reports for the end of the year. We had a net loss of \$170.20 for the month of June this was due to the pumping we did. Mrs. Reid pointed out on the budget vs actual, our final expenses for the year were \$150,854. This amount is under the \$250,000 threshold so she has completed the report in lieu to the Secretary of State. She pointed out the interest income on the LGIP fund, it came in at \$3,094. The Board agreed opening this fund was a good move for the District. She let the Board know we had an overall net income of \$6,356 for the year. She stated everything looked good on the Balance Sheet, \$13,998 in the General Fund, \$6,775 in the Capital Improvement fund at Oregon Coast Bank and \$139,336 in the LGIP fund. Director Warren asked if we needed to utilize the LGIP fund due to something catastrophic happening, can we do this fairly easily? Mrs.

Reid explained it was fairly quick to transfer the funds back to OCB. It is about a three day turn around from the time the request for transfer is made. 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 on the list. She let the Board know she had sent the information to Steve at the Dory regarding the relieving of the late fees on the account and gave him until July 8, 2024 to get the remaining balance paid or at least make a significant payment on the account. As of July 9, 2024 we had not received any correspondence from him nor had we received any kind of payment. She informed the Board both accounts had been assessed, for the full amounts, and the reports were sent to the County yesterday. There were no questions regarding the assessments or delinquents.

**Motion**

Director Basset moved to approve and pay the invoices for June 2024.

Director Pengelly seconded the motion carried with four ayes.

6. Operators Report for the month of June 2024

Mr. Alexander let the Board know we made good effluent for the month, as always. There have been no significant failures or downtime. He stated the new lift pumps are in, however Hurley Engineering has not been able to give a firm install date due to a sizable amount of his workforce being out on vacation. He is hoping install will happen later this month.

Mr. Alexander let the Board know Mrs. Reid let him know of a safety & security grant that we may qualify for. He had North Coast Door come and take a look at our doors that need replacing. They are going to give us a quote for replacement and we are going to apply for the grant for new doors. It could possibly be roughly \$2,000 per door, he suggested we go with a fiberglass security door rather than a metal door again. Mr. Alexander is hoping to have a quote by the next Board meeting.

Mr. Alexander let the Board know he will be out of the office from July 26<sup>th</sup> through August 9<sup>th</sup>. He is still firming up coverage while he is gone. Mr. Nystrom is willing to be here everyday but we are trying to avoid that. He will charge additional hours for coverage. Mr. Jesinghaus is supposed to do some of the coverage, but it is unknown which additional days he will cover. Mrs. Reid mentioned we had hired Mr. Jesinghaus to cover Mr. Alexanders days off but now he is unable to do that. Mr. Alexander stated he had taken a job as a substitute at the school but it is summertime so those hours are freed up and for some reason, he has stepped up his hours at the Rogue. Either way Mr. Nystrom will work it but he would like to see Mr. Jesinghaus cover the hours that need to be

covered. Mrs. Reid mentioned Mr. Jesinghaus knew the vacation time was coming up and needed to be covered. He stated previously, if he had ample time to make arrangements he could cover the additional hours. Now that is not what's happening. Mr. Alexander stated he thought Mr. Jesinghaus was going to be at the meeting so it could be discussed, but he will talk to him on Friday. Director Warren stated, we hired Mr. Jesinghaus for this reason and he should be the one covering the time off. Mr. Alexander let the Board know he will be available in case of an emergency.

Mr. Alexander informed the Board that he had applied for his level two certification, he is waiting to hear about his test date. As soon as that is done, he will take the test and Mr. Nystrom will no longer be with the District. He may have to come back a few times to help with some of the paperwork but it will be minimal.

He let the Board know we are consuming a bit more chlorine than in the past due to trying to maintain a higher kill rate in the tertiary filter. He is running 24 hours now and he is trying to keep the filter above one part per million to make sure the E.coli is killed. It is approximately an additional 60 additional gallons per year which equates to roughly \$300 per year.

## 7. Unfinished Business

### a. Streamline – cloverdalesanitarydistrict.org

Mrs. Reid let the Board know the website is up and running. Director Bassett stated he had gone through the entire website. He noticed our meetings were not on any dates beyond the current meeting. He would like to at least see the dates listed. Mrs. Reid stated she can do that. He thought the website looked really good. He did mention, he noticed under the "rates" it states the current rate is \$75 for residential and \$80 for a small business. He just received his bill and it was \$80. Mrs. Reid explained his bill also includes a \$5 CIF. This is a fee that is paid by everyone and goes directly to the capital improvement fund, so in aggregate, his bill is \$80. He stated he understood.

### b. Mission, Vision, Values

The Board had previously been emailed the mission, vision, values statement. There were a few changes incorporated from the email. Director Bassett had additional, minor, changes he thought should be made they were additions of a few words and deletions of a few words. Those were given to Mrs. Reid and will be changed.

### c. Update on Loan Process – Review/Approve/Signature

The Board had previously been emailed the loan document for review prior to the meeting. The Board did not have any questions regarding

the document. She let the Board know she had met with Lois Albright today to go over what was being required from DEQ to move forward with the loan. Mrs. Reid needs to send meeting info from this meeting to Lois in order for her to complete the letter. Once the letter is received Mrs. Reid will send everything back to DEQ and we can move forward from there. The loan is for our Facilities Master Plan.

**Motion**

Director Warren moved to approve the loan from DEQ and the State Revolving Fund in the amount of \$100,000.

Director Corcoran seconded the motion carried with four ayes.

8. New Business

a. None

9. Safety

a. Oregon OSHA Hearing Protection

The Board was presented with a handout from OSHA regarding hearing protection. They talked about choosing the right hearing protection, earplugs vs earmuffs. They shortly discussed the effectiveness of hearing protection and at what decibel hearing loss can occur. Mr. Alexander stated the door to the motor room states hearing protection is required. We do have earmuffs that can be worn in the room.

10. Unscheduled Business

Mrs. Reid let the Board know she will be on vacation July 21 – 27. She will be in Alaska. She will be available by phone in an emergency.

11. Directors Comments

a. None

12. Next Meeting Scheduled

August 14, 2024

13. Adjournment

Board Director Warren adjourned the meeting at 7:24pm

**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: \_\_\_\_\_

Board Member

Board Member

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Minutes transcribed and submitted by Heidi Reid, Administrator/Bookkeeper