

## CLOVERDALE SANITARY DISTRICT

### Board Meeting Minutes

May 08, 2024

1. Board Director Warren called the meeting to order at 7:10pm
2. Directors present were Jeniffer Corcoran, Jon Warren, and Candy Pengelly.  
Kathy Garner was absent.  
Staff members present were Heidi Reid, Jeremy Alexnder and Jennifer Romero. Roger Jesinghaus was absent.  
Guest present was Fred Bassett.

3. Correspondence  
None

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

#### **Motion**

Director Warren moved to approve the minutes as written.

Director J. Corcoran seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for month ending 04/30/2024  
The Board was presented with the invoices that were to be paid for the month of April. Mrs. Reid let the Board know the monthly transfer to capital improvement had been made, Country Media was for the advertising of the Ordinance reading and the Budget Committee Meeting. USA Bluebook was for the replacement parts for the new totalizer, NCL and Quality Control were for parts and chemicals. All other invoices were normal for the month.

The P&L and Balance sheet were presented to the Board. Mrs. Reid let the Board know that we had a net income of \$408.65. She stated everything looked good on the Balance Sheet, \$16,624.44 in the General Fund and \$144,145.60 in the Capital Improvement fund. Mrs. Reid pointed out, we now have the LGIP fund set up and the initial transfer of \$138,000 was transferred to the new account. Mr. Alexander asked if that earned interest. Mrs. Reid explained it did.

The Board was presented with the Delinquent accounts. She let them know Natane Woosley finally paid her bill, Susan Amato has stopped paying her bill, the Dory is really behind on their bill. Mrs. Reid let the Board know next month anyone who is on the list will have their taxes

assessed. Director Warren asked if those were funds we would see immediately. Mrs. Reid explained we would not see the check from the County until around the end of October. Mr. Alexander asked if the County pays us out regardless if the home owner has paid their taxes or not. Mrs. Reid explained if it is less than \$2,500, they will pay us out, if it is more than that they will wait until the owner pays their taxes and then pay us.

**Motion**

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

Director Pengelly seconded the motion carried with three eyes.

6. Operators Report for the month of April 2024

Mr. Alexander stated they produced a good quality of effluent for the month. The pumps have not arrived as of yet, it's been eight months since we started this project. He let the Board know we have a visit with DEQ on Wednesday with Mike Penney and Matt Schultz to inspect the plant and make sure we are still in the certification for a level 2 operator. There has been a lot of talk about UV instead of chlorine, he is not sure how the meeting will go but he is confident it will go well. Richard will be present for the meeting. Mrs. Reid asked Mr. Alexander if he and Richard were thinking they might move us to a level 3. He stated they were not worried about it but they could change the way we do sampling with additional samplers on our influent and effluent. Those machines are very expensive. We will have to wait and see how the meeting goes.

7. Unfinished Business

a. LGIP – Initial transfer made

This was covered in the financial review

b. Streamline – Website & on-line bill pay \$280 to set up, \$70 per month, \$840 per year

Mrs. Reid let the Board know she found the notes regarding the cost of the website. She explained the initial set up is \$280 and \$70 per month for the maintenance and site. She stated it would allow us to put a lot of district information out there for the public. This is good in the way they are keeping up to date with what is going on at the district and allows them to make payments on line. Director Warren stated it would be roughly \$1,120 for the 1<sup>st</sup> year. Mr. Alexander asked if this was something the Water District could share the cost of and have the same site. Mrs. Reid let him know she asked about it and Streamline said it couldn't be done due to the banking information involved and the fact that we would have to figure out a way to separate both districts on the platform. The Water District would have to get their own site. Director J. Corcoran stated if we can afford it, she would like it to happen.

**Motion**

Director J. Corcoran moved to approve setting up and paying for a website with on-line bill pay.

Director Pengelly seconded the motion carried with three ayes.

8. New Business

a. 2<sup>nd</sup> Reading of Ordinance 24-01 Sewer User Rate

Director Warren read the Ordinance by title only.

**Motion**

Director J. Corcoran moved to approve Ordinance 24-01 Sewer User Rate.

Director Pengelly seconded the motion carried with three ayes.

b. Review/Approve Resolution 24-02 Authorizing a Clean Water State Revolving Fund Loan from the Oregon Department of Environmental Quality to Finance a Facilities Master Plan.

Mrs. Reid presented the Board with the resolution 24-02. She let them know this is part of the paperwork that is needed to move forward with the loan process for the new Master Plan.

**Motion**

Director J. Corcoran moved to approve Resolution 24-02.

Director Pengelly seconded the motion carried with three ayes.

9. Safety

a. Workplace Electrical Safety Tips

The Board was presented with a handout regarding workplace electrical safety. Mrs. Reid felt this was pertinent with some of the work that has been being done at the plant. The Board reviewed the handout and talked about how to plan your job, lockout/tagout, grounding tools and equipment and using non-conductive tools whenever possible.

10. Unscheduled Business

a. Board Chairman Warren introduced Fred Bassett. He is a community member that would like to be on the Board. Mr. Bassett stated he would like to be on the Board. He said his main concern was that he and his wife travel a lot. Director Corcoran mentioned that he can call in. Mr. Bassett stated he would be willing to do this as long as he is able. There are a lot of times, where he is camping, there is not any service. Mrs. Reid asked Mr. Bassett how many meetings he thought he might miss during a year. He stated at least three maybe a few more. Mr. Bassett stated he would make every effort to make the meeting while he was traveling. The Board had a short discussion

regarding the possible absences and agreed he would make a good addition to the Board.

**Motion**

Director Warren moved to approve the addition of Fred Bassett to the Board of Directors.

Director Corcoran seconded the motion carried with three ayes.

11. Directors Comments

a. None

12. Next Meeting Scheduled

June 12, 2024

13. Adjournment

Board Director Warren adjourned the meeting at 7:35pm

**Motion**

Director Corcoran moved to adjourn the meeting.

Director Pengelly 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

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Minutes transcribed and submitted by Heidi Reid, Administrator/Bookkeeper