

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

June 17, 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, and Jeremy Alexander. Carl Dietz was absent.
3. Budget Hearing
 - a. LB-01
The Board was presented with the LB-01, Mrs. Reid explained this is a document that was posted in the paper for public notice. It is a condensed version of the budget that was approved by the Budget Committee last month. The total budget is \$370,240; there were no questions regarding the LB-01
 - b. Resolution 26-01 Adopting the Budget for FY 2026-2027
The Board was presented with Resolution 26-01 Adopting the Budget. Mrs. Reid explained this is the resolution formally adopting the budget for FY 2026-2027.

Motion

Director Bassett moved to approve Resolution 26-01 Adopting the Budget as written.

Director Corcoran seconded the motion carried with three ayes.

- c. Resolution 26-02 Notice to Collect via Property Taxes
The Board was presented with Resolution 26-02 Notice to Collect Delinquent Sanitary User Fees
Mrs. Reid explained this is the resolution that will allow the District to collect the delinquent sanitary user fees via customer property tax lien. The total for collection this year is \$10,467.11 with a total of four accounts.

Motion

Director Bassett moved to approve Resolution 26-02 Notice to Collect Delinquent Sanitary User Fees.

Director Corcoran seconded the motion carried with three ayes.

4. Correspondence
 - a. None

5. Minutes for meeting held in May 2026

The Board was presented with the minutes from the meeting in May. They reviewed them and did not see any changes that needed to be made.

Motion

Director Corcoran moved to approve the minutes as written.

Director Basset seconded the motion carried with three ayes.

6. Financial Review – Accounts Payable for month ending 06/17/2026

The Board was presented with the invoices that were to be paid for the month of May. She let the Board know we paid payroll taxes as always. We did the monthly CIF transfer, Country Media was for the posting of the LB-01 in the paper, Hach Company was for testing chemicals, Oregon PERS is our annual fee to them, all other invoices were normal for the month. The Board did not have any other questions regarding the payables.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had \$13,948 of user fee income for the month with a total net income of \$4,057. She let the Board know there is \$84,773 in the General Fund, savings has \$10,909 and \$97,072 in the LGIP Capital Improvement fund. She let the Board know she will be making the yearly transfer to the LGIP fund this month.

The Board was presented with the Delinquent accounts. She let the Board know these are the same accounts that are having their taxes assessed on Resolution 26-02.

Motion

Director Bassett moved to approve and pay the invoices for the month of May.

Director Corcoran seconded the motion carried with three ayes.

7. Operators Report for the month of May 2026

Mr. Alexander let the Board know the plant produced a high quality of effluent for the month of May without any abnormalities.

He stated ODFW is moving ahead with our gate. The majority of the parts needed have been purchased. The gate is hung and will be completed soon. He let the Board know when it is complete it will have a clock type timer that will open and close according to the fishing season.

We will be discussing entry options when it is completed and operational. Access has been questioned by the Price dairy. The board should decide whether or not to build them an easement. It does not look like they

currently have legal throughfare. Mrs. Romeo mentioned they currently have access through their privet property to the area in the back. Mrs. Reid let the Board know there is currently no easements on our property for anyone. She had to do the research when we had to purchase our easement for our outfall pipe. She let the Board know it would be a discussion to be had if Price Dairy decides to come to a meeting. Mr. Alexander asked if they would be an insurance liability. Mrs. Reid stated anyone who accesses our property is an insurance liability. They enter at their own risk but the possibility is still there. Director Bassett stated he does not believe they would need one and does not, at this point, agree to give an easement. He believes the gate will be open during business hours and they could use it as access at that time. The Board agreed to address the situation when they came to the meeting.

Mr. Alexander stated that the outputs of both lift pumps plumbing are dripping again. We are monitoring this and he is waiting to hear back about our “Workmanship” warrantee. As of the meeting he has not heard back from them. He stated, as per the original bid, they were supposed be fabricated out of 4” copper pipe and twice they have utilized large PVC type pipe. He believes the constant vibration of the pumps is rattling them loose.

Our NetDMR for May was submitted and accepted on Monday the 1st of June.

He let the Board know it has been uneventful in treatment and operation last month. Rain has slowed and our soda ash consumption has dropped accordingly.

He stated personally would like to thank Heidi for her hard work pursuing financing towards our new facility. Seems like a full-time ordeal, offering so far, no fruit.

He let the Board know he will be gone from Tuesday 30th June through Thursday the 9th of July. He will be at work Friday the 10th. Carl will help where needed. Flow will be to the pond weekdays and processed on the weekend while I’m away.

8. Unfinished Business

a. ODFW Gate Update

This was discussed during the Operators Report

b. Update on meeting with RCAC re: Income Survey

Mrs. Reid let the Board know she had received an email from Sabrina outlining the documents she needed the District to provide in order to move forward with the Income Survey. Mrs. Reid stated she had completed the mailing list and sent that along with the other documents requested to her earlier this week. We are now waiting to hear back as to what happens next.

Director Bassett asked if it is possible to send out a letter to the customer letting them know their future system hinders on this survey. Director Corcoran let him know a letter explaining the need for the survey will be sent out, it is part of the process for the survey. Mr. Alexander mentioned it may not be a bad idea to begin letting people know now that its coming and why.

c. Loan Information

Mrs. Reid explained to the Board, during the One Stop meeting, some loan scenarios were laid out for us. If we were to get a loan from CWSRF for the total amount of the plant replacement it would be for 30 years at 2.42%, we would have to increase our current user fees to \$337.12 to pay back the loan. The next funding option was an SPWF loan, same amount and term, interest rate at 5.01%, user fees would have to be \$398.45 per month. The loans available only get more expensive from there. The Board agreed there is no way we can increase our user fees that much let alone pay back a \$4mil. loan. We will need grants to help pay for it and the only way to see if we can get those is to complete the income survey. Mrs. Reid let the Board know to get a loan to replace the entire plant is not feasible. We may be able to get some small grants to help replace some of the equipment or a small loan to do the same but to replace the entire plant is not an option with a loan without grant funding along with it.

9. New Business

a. Income Study

This was discussed earlier in the meeting.

10. Safety

a. Heat Related Illness

The Board was presented with a handout regarding heat related illnesses. They discussed heat stroke, heat exhaustion, heat cramps and signs and symptoms of them. It discussed first aid and risk levels.

11. Unscheduled Business

a. None

12. Adjournment

Board Director Corcoran adjourned the meeting at 7:26pm

Motion

Director Bassett 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

Minutes transcribed and submitted by Heidi Reid, Administrator