

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

April 10, 2024

1. Board Director Warren called the meeting to order at 7:00pm
2. Directors present were Jeniffer Corcoran, Jon Warren and Candy Pengelly.
Kathy Garner was absent.
Staff members present were Jeremy Alexander, Roger Jesinghaus, Heidi Reid and Jennifer Romero.
3. Correspondence
None
4. Minutes for meeting held in February 2024
The Board was presented with the minutes from the meeting in February 2024. They reviewed them and didn't see any changes that needed made.

Motion

Director Warren moved to approve the minutes as written.

Director Corcoran seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for month ending 03/31/2024
The Board was presented with the invoices that were to be paid for the month of March. Mrs. Reid let the Board know Country Media was paid for the posting of the reading of the Ordinance, McMaster-Carr was for supplies and RVS was for the annual software. 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 \$2,845. She stated everything looked good on the Balance Sheet, \$17,274 in the General Fund and \$142,944 in the Capital Improvement fund.

The Board was presented with the Delinquent accounts. She let the Board know the Dory will have their taxes assessed, the Amato and Coleman account will be assessed if they do not pay by the end of next month. She will send notices prior to see if they get paid

Motion

Director Pengelly moved to approve and pay invoices for the month of March.

Director Corcoran seconded the motion carried with three ayes.

6. Operators Report for the month of April 2024

Mr. Alexander stated the plant produced good effluent for the month. He let the Board know he made repairs to the tertiary filter because it was falling apart. He let the Board know he spoke with Hurley Engineering; the pumps cannot be rebuilt and we have to order new ones. The total cost is going to be \$44,000. They are hoping to have them shipped on the 30th and installing possibly next month. At this time, we do not know if they will be installed at the same time or separately. Mrs. Reid asked if they could split the invoice so we pay half of it this FY year and half next FY. Mr. Alexander did not know how they were going to do the invoice. He gave their contact number to Mrs. Reid and she will call and talk to them about it.

Mr. Alexander let the Board know he will be taking his test within the next month. He should have his level two certification in August. He also let the Board know we did not get the grant from PUD, we will try again next year.

Mr. Alexander let the Board know we will installing a digital display in place of the strip chart recorder. The cost for this will be about \$1,000.

7. Unfinished Business

a. Loan application update

Mrs. Reid let the Board know she is still working on getting the information together for the loan packet. The loan will not officially be awarded for a couple of months. She did let the Board know we will not know if any portion of the loan will be forgiven until we sign for the loan. Director Warren asked if we meet the parameters for having the loan or a portion of it. Mrs. Reid stated we did meet the parameters so she is assuming a portion of it will be forgiven.

b. LGIP update

Mrs. Reid let the Board know she has the log on and password info for the account, however there has been a problem getting logged on. She is working with the LGIP to figure out what is going on. Once she can get logged on, she will make the initial transfer to the account.

8. New Business

a. Review of Ordinance 24-01 Sewer User Rate

The Board was presented with the Ordinance 24-01 Sewer User Rater Ordinance. The Board reviewed the Ordinance. The agreed to read the ordinance by title only.

Director Warren read the Ordinance by title only.

Motion

Director Corcoran moved to read the Ordinance by title only.
Director Warren seconded the motion carried with three ayes.

Motion

Director Corcoran moved to approve Ordinance 24-01 Sewer User Rate Ordinance.
Director Pengelly seconded the motion carried with three ayes.

b. Review proposed budget

Mrs. Reid presented the Board with the LB-11 Capital Improvement Fund. She explained the top half was the proposed revenues for the account and the bottom half was the proposed expenditures. She let the Board know she had included the new CIF income but she did not include a transfer from the General Fund this year. She also let them know this could change depending on when we get the invoice from Hurley Engineering.

The lower half, expenditures is her best guess as to where the funds would be spend if we did capital improvements. There were no questions regarding the LB-11.

Mrs. Reid presented the Board with the form LB-20 General Fund revenues. She explained this includes the fee increase we will be implementing. The total proposed income is \$188,165.

The Board was presented with the form LB-31 General Fund Expenses. She explained the top half of the form is the payroll the lower are the general expenses. She did a significant increase to the Operators wage line to cover the transfer of DRC. She increased the part-time employee portion to cover any incidental hours that may need to be covered. Workers' comp was increased due to a proposed increase this year. She let the Board know she increased line items for utilities, licenses & permits and insurances. All of these line items are proposed to have an 8% to 15% increase for the next FY. The total expenses are \$188,165. Director Warren asked about the contracted services line. Mrs. Reid explained this is for the lawn care and outside chemical testing. She also pointed out that there are funds to do a reimbursement for health insurance. There were no other questions regarding the LB-31.

Mrs. Reid let the Board know next month is the Budget Committee Meeting.

- c. DEQ permit renewal has been submitted
Mr. Alexander let the Board know everything had been submitted. He had to make some corrections to prior DMS. He and Mrs. Reid sat down yesterday and made the necessary corrections and resubmitted. It is on schedule to be renewed but we won't see the new permit for at least two years.
- d. Streamline – Website & on-line bill pay
Mrs. Reid let the Board know she has spoken with Streamline, a company that contracts with SDAO to build websites. They will build a website for us, keep track of the ADA requirements and the site contains an on-line bill pay system. The fee for bill pay is roughly 3%, however this fee can be passed on to the customer as a convenience fee. Mrs. Reid let the Board know the initial fee for set up is \$250 and she believes the monthly cost could be around \$125. Director Warren stated the monthly fee may not outweigh the advantage of the on-line bill pay. The Board agreed they liked the idea of the on-line bill pay but they would like Mrs. Reid to look into the monthly fee and double check the price. Mr. Alexander asked if using PayPal was an option, Mrs. Reid said she did not know but she would assume it would require additional cyber security but we could look into it further.
- e. Lift Station Pumps – On Order
This was discussed during the Operators Report.

9. Safety

- a. Meeting minutes, approve & sign
The Board was presented with the meeting minutes from the last safety meeting. They reviewed them and did not see any changes that needed to be made.

Motion

Director Warren moved to approve the minutes as written.
Director Corcoran seconded the motion carried with three ayes.

- b. OSHA Ladder Safety
The Board was presented with the handout from OSHA regarding ladder safety. They reviewed the handout, went over step ladder loads, the types of step ladders and step ladder do's and don'ts. There were no questions regarding the handout.

10. Unscheduled Business

- a. Board Training discussion.
Mrs. Reid gave the training packets to the members that did not make it. She stated it was good training. Director Pengelly reminded the Board that they are voted in by the customers and they are responsible for what they do.

11. Directors Comments

a. None

12. Next Meeting Scheduled

May 08, 2024

13. Adjournment

Board Director Warren adjourned the meeting at 7:37pm

Motion

Director Pengelly moved to adjourn the meeting.

Director Corcoran 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