

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

February 14, 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. Brenda Cooper resigned her position as of January 31, 2024.
Staff members present were, Roger Jesinghaus, Richard Nystrom and Heidi Reid. Jeremy Alexander and Jennifer Romero were absent.
3. Correspondence
None
4. Minutes for meeting held in January 2024
The Board was presented with the minutes from the meeting in January 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 01/31/2024
The Board was presented with the invoices that were to be paid for the month of January. Mrs. Reid let the Board know the monthly transfer to capital improvement had been made, SDIS was half of the comprehensive and liability insurance, Country Media was for the additional job posting. All other invoices were normal for the month. Mrs. Reid explained they are not seeing the payroll for the month as January's payroll is paid out in February. They will see it next month payroll is running about \$9,000. This explains why she was concerned.

The P&L and Balance sheet were presented to the Board. Mrs. Reid let the Board know that we had a net loss of \$321.49. She stated everything looked good on the Balance Sheet, \$15,652.32 in the General Fund and \$141,565.07 in the Capital Improvement fund.

The Board was presented with the P&L Budget vs Actual. Mrs. Reid explained the 1st column is the actual expenses to January 31 for the year. The 2nd column is what was budgeted for the year and the 3rd and 4th columns are the overage and percent of budget. She explained we are a little over on the income side. However, we are at 86% of budget for maintenance & repairs, 84.3% for lab supplies, our total payroll is at

54.5% but the part time employee portion of payroll is at 62.5%. We need to watch expenses and payroll for the remainder of the year to make sure we stay within budget. Overall, we have a net loss of \$2,518 and are at 31.0% of budget.

The Board was presented with the Delinquent accounts. She let them know Natane Woosley never pays her bill, Susan Amato has stopped paying her bill Kim Falconer has been sent a letter to get her account in good standing. Mehmet Sahin paid a small portion of his bill but we will probably have to assess his taxes.

Mr. Jesinghaus asked how we looked on payroll for this month. Mrs. Reid said she had not looked at the payroll for February yet. As long as they are not going over the hours allotted for the month, we should be fine. Mr. Jesinghaus stated he is working six hours a day; he worked on Friday six hours and Sunday four hours and he has been working a little extra because he is going to be filling in for Mr. Alexander while he is gone. Mrs. Reid said the lack of Mr. Alexanders hours will make up for the additional hours for Mr. Jesinghaus.

Motion

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

Director Corcoran seconded the motion carried with three ayes.

6. Operators Report for the month of January 2024

Mr. Nystrom stated the plant produced a good quality of effluent for the month of January. The pump parts are all in except the impellers, once they are completed the pumps will get repaired. He let the Board know Mr. Alexander applied for a grant from PUD to get a storage shed for the plant. Mr. Nystrom stated in the near future we need to replace the strip chart, Mr. Alexander has done a little research he stated possibly \$1,000 for the chart but Mr. Nystrom wants to talk with him to make sure it has a totalizer as this is needed for part of the recording. Mr. Jesinghaus stated pump number two is struggling. Mr. Nystrom said they are turning it off at night and just running off of one pump. He also stated he is working on the new DEQ permit. It expires on September 30th of this year. He is working on the paperwork for submittal in March, it's about 15 pages. Once its done it will get submitted to the coordinator for approval, we will run off of the old permit for approximately two years prior to receiving the new one.

7. Unfinished Business

a. Loan application update

Mrs. Reid let the Board know she had received an email from Rebecca Cramer letting us know we have been approved for the loan. They have not made any official announcements as of yet. The loan is

eligible for forgiveness but we will not know how much of the loan is forgivable until we sign the paperwork for the loan. It will be determined as the point of signing. There is a laundry list of documents that need to be submitted before we can begin the loan process . Mrs. Reid let the Board know she will begin working on the submission next week so we can be ready when announcements are made and documents are ready to be signed.

b. LGIP update

Mrs. Reid let the Board know she had everything submitted open the account. She is waiting on confirmation from the State for the log on info. Once she receives this she will take a majority of the Capital Improvement funds from OCB and transfer them into the new LGIP Account.

8. New Business

a. Review of Ordinance 24-01 Sewer User Rate

Mrs. Reid presented the Board with the DRAFT copy of the ordinance for the rate increase. They reviewed it and did not see any changes that needed to be made.

b. Review of Exhibit A Ordinance 24-01 Rate & Fee Schedule

Mrs. Reid presented the Board with the DRAFT copy of the new Rate & Fee schedule. She went over each line item increase, the increase was \$16.50 to residential at 28%. She let them know that with the \$5 CIF the new residential rate will be \$80.

c. Review of Estimated Increase of Income from Increase

The Board was presented with a spreadsheet that shows the current rate, new rate, increase and new income. Director Warren asked if this increase was enough to sustain the District. Mrs. Reid said it would have to, we need to stay within our means and within the budget. We can not raise the rates much more without a lot of fall out from customers.

d. Board Training to be Held at the NRRFD Conference Room

Mrs. Reid let the Board know she had attended the SDAO conference. Much of the Board duties, responsibilities and ethics training has been turned over to the Government Ethic Commission. They are requiring board training for Districts with expenditures over \$1m at this point but will most likely be requiring board training for all board members in the future. She and the Fire Chief are putting together a board training session for the Fire Board and all of the surrounding utility boards. It will be held sometime between April and June. She would like the Board to consider attending the training. It helps the board members to better understand their duties and responsibilities. It will be held on a Saturday and be most of the day.

9. Unscheduled Business

a. Board Chairman Warren let the Board know he may have an idea for some additional income for the District. Currently the District gets \$2,000 a year for access and parking to the boat ramp. This fee is paid by a third party. The ramp is owned by Fish & Wildlife but the parking and access is owned by the District. He believes we can sever the current contract, take over the maintenance and collection of funds and make an additional \$1,000 to \$2,000 per year. He is the one who is currently maintaining the grounds and collecting the funds and managing everything for it. It takes approximate \$500 to \$600 per year for maintenance. He suggested keeping the account open at this point and utilizing it for maintenance and then transferring the remaining funds to the District. Mrs. Reid said this could pose a problem as to the accounting and transparency of the fund. It was agreed Director Warren and Mrs. Reid would come up with a transparent solution for the funds and maintenance and present this to the Board.

10. Directors Comments

a. None

11. Next Meeting Scheduled

February 14, 2024

12. Adjournment

Board Director Warren adjourned the meeting at 7:48pm

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

Minutes transcribed and submitted by Heidi Reid, Administrator/Bookkeeper