

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

January 08, 2025

1. Board Director Warren called the meeting to order at 7:13pm
2. Directors present were Jon Warren, Fred Basset, Jeniffer Corcoran and Candy Pengelly.
Staff members present were Heidi Reid and Jennifer Romero. Jeremy Alexander and Roger Jesinghaus were absent.
3. Correspondence
 - a. None
4. Minutes for meeting held in December 2024
The Board was presented with the minutes from the meeting in December 2024. They reviewed them and did not see any changes that needed to be made.

Motion

Director Basset moved to approve the minutes as written.

Director Warren seconded the motion carried with four ayes.

5. Financial Review – Accounts Payable for month ending 12/31/2024
The Board was presented with the invoices that were to be paid for the month of December. She let the Board know most everything was normal for the month. She informed the Board the monthly CIF transfer was made, payroll taxes were paid, and the DEQ annual payment was made.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had a net income of \$4,298.05. We had \$16,310.66 of income for the month. Mrs. Reid stated there is \$35,699 in the General Fund, account and \$105,783 in the Capital Improvement fund. She let the Board know she would be making the annual deposit from the General Fund to the Capital Improvement fund at the end of the month. Mrs. Romero mentioned we had the \$9,000 insurance payment coming out next month also.

Director Basset asked about the electric bill and if it had in fact gone down with the installation of the new pumps. Mrs. Reid explained it had a little and over the course of the year the savings will be roughly \$150 to \$200. The Board agreed any savings was better than an increase in expenses.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$2,338. She is concerned this is rising quickly for some reason. Amato and Woosley are constants on the list however, Clark, Morgan and Casper are relatively new. The Board stated we would have to assess their taxes at the end of the year. Director Basset asked if we wait until October to do that or if we do it sooner. Mrs. Reid stated we do it in July at the beginning of the fiscal year. Mrs. Romero mentioned she thought the Casper residence was pending sale however, she had not yet seen a title search come through for it. Hopefully if it does sell, we will get paid upon closing.

Motion

Director Basset moved to approve and pay the invoices for the month of December.

Director Corcoran seconded the motion carried with four ayes.

6. Operators Report for the month of Dember 2024

Mr. Alexander was absent. The Board read over the operator's report.

The Operators Report for December Stated:

The plant produced high quality effluent through the entire month.

We had a wet month resulting in using the pond to buffer our overflow of influent.

In late December, winds destroyed the dog house atop our clarifier driver. This was in place to protect the motor, electrical circuits and reduction drives from weather. There is a tarp in place at the moment. The dog house will need to be replace very soon. I am going to craft a much smaller one that fits the drive rather than just boxing it in. This will be under a couple hundred dollars.

The "doghouse" was explained to Director Pengelly as she did not know what it was.

For operator Safety:

I would like to see the boat ramp area enforced somehow. Too much activity at night. I am envisioning a gate up at the alley entrance by the county shop. We have access, Price has access, the public has controlled access. No one is keeping the crazies out of here at night. No one is picking up trash over there. I am currently looking for financial help for such an idea. I am tired of dealing with tweakers screaming at me. I've already called the Cops. This boat ramp is an increasing problem, even with the new sign. There is no need for the public to be there at all during darkness while outside active fishing seasons.

Roger will report on his certification journey. He has ample time in the treatment aggregate to request a Class I Treatment Test, perhaps a Combined Treatment/Collections if he is convincing to DEQ and his other employer credits him experience.

That's all we have.

Director Warren asked where Mr. Jesinghaus was and Mrs. Reid explained she did not know. Mr. Alexander had told her he thought Mr. Jesinghaus had planned to attend the meeting, but he did not. The Board did not have any other questions regarding the Operators report.

7. Unfinished Business

a. Update on Easement from DSL

No new information at this time

b. Update on Community Grant Process

Director Warren let the Board know the process is taking longer than expected as there were 2,300 applications submitted. They have culled some of the applicants and the remaining applications are being reviewed individually, to narrow down the awards. He stated they are hoping to hear something in the next couple of months.

c. Update re: HBH and the new Facilities Master Plan

No new information at this time

8. New Business

a. Boat launch gate possible closure during off hours

Director Warren stated he has no problem putting up a gate at the end of the driveway. It makes sense to put it there, right now, this time of year it would not be a problem, in September and October it could pose a problem as the fisherman are coming into the boat launch early in the morning. Mrs. Reid asked about some kind of a dusk to dawn timer or some kind of a timer that can be added to open at a certain time of day and close at a specific time in the evening. Director Corcoran asked if we were having problems with people camping out, Mrs. Reid mentioned Mr. Alexander has had to run a few campers off. Director Basset stated a dawn to dusk timer sounds like it would be a good option. Director Warren stated people would get used to it and work around it. Mrs. Romero asked if we would have to have Price Dairy permission to gate the road. Director Warren stated we would simply have to give him access to it. He also stated we should look into seeing if there was a grant available for it. Mrs. Reid said Mr. Alexander wanted to talk to the County before he moved forward on anything to try and get their buy in on it also. Maybe a joint effort. Director Basset asked about cameras that both entities would benefit from. Director Warren stated maybe we should start

with some cameras, however this could pose a problem in regards to the SD card or ringing someone's phone. Mrs. Reid explained we could have it set up to go to the Operators phone and her phone. The Board agreed this could be an option. Director Warren asked if we had to pay for a program. Mrs. Reid stated the cameras we are currently looking at do not require a service plan. Director Basset posed the question of the risk of the cameras getting stolen. Director Warren stated we would put them behind the fence where they could not be accessed by anyone but District employees.

Director Basset asked the Board needed to make a motion to move forward with the gate project. Mrs. Reid asked the Board to wait until we had a better idea of the cost and did some further research on the proposed project. Director Warren also stated there are times during the year that the gate could be closed indefinitely as there is no fishing during certain times of the year. Director Pengelly mentioned people go for walks down there. Director Warren stated the gate would not keep pedestrians out but would keep vehicles out. We would make it pedestrian friendly. The Board agreed the gate project needed to be explored further.

b. Discussion re: cameras for the District

This was discussed during the Boat Launch discussion.

Motion

Director Warren moved to approve the purchase of cameras for the District up to \$500.

Director Corcoran seconded the motion carried with four ayes.

c. Housekeeping:

1. Timesheets need to be filled out completely to include duties preformed

Mrs. Reid let the Board know that Mrs. Romero, Mr. Alexander and herself are completing their timesheets correctly. Mr. Jesinghaus was getting his time logged however, he was not logging his duties preformed for the day. With him not being at the meeting to discuss this further she will call him Friday and go over it with him. The Board agreed Mr. Jesinghaus needed to be completing his timesheet in its entirety and duties preformed is part of that.

2. Employee Communication

Mrs. Reid let the Board know the communication with Mr. Jesinghaus has been sparce. Mr. Alexander has tried to contact him via phone but has to contact his wife in order to get any information relayed. Mr. Alexander does leave notes for Mr. Jesinghaus but that is as far as the communication goes. Director Warren asked if the Operator was supposed to keep a log of their

activities every day. Mrs. Reid explained they do keep a log, there is a formal log on the Operator desk and an informal log on the timesheet. Mrs. Reid explained he should be logging his duties on his timesheet, at least the main ones, and he is not. Director Corcoran stated he needs to be completing his tasks and keeping the logs on the desk and on his timesheet. Director Pengelly asked if the lack of communication was due to Mr. Jesinghaus thinking Mr. Alexander fired him while he was away. Mrs. Reid stated she is not sure why the lack of communication is going on. Director Warren asked if it was a Board decision to keep Mr. Jesinghaus on with the District or not. Mrs. Reid stated it was a Board decision. The Board agreed they needed convey the expectations of the Board to Mr. Jesinghaus and keep an eye on the situation to see if anything changes after that. They asked Mrs. Reid to let him know they would like to see him at the Board meeting next month. Director Basset stated Mr. Alexander is his supervisor and it is part of Mr. Jesinghaus job to report to Mr. Alexander and have clear communication with him. Director Warren stated, between now and then we need to have a conversation with Mr. Alexander to see how the communication is going and how well Mr. Jesinghaus is completing his tasks. Director Cocoran asked if we had a list of expectations, Mrs. Reid stated they are listed on the job duties that he reviewed and agreed to when he took the position. Director Warren stated Mr. Alexander needs to be documenting the accurateness of testing and communication. Director Basset asked if we still had Carl Dietz on with the District. Mrs. Reid stated he is still on the payroll and is utilized on an on-call basis. The Board asked Mrs. Reid to contact Mr. Dietz and see if he is interested in working more hours and remaining on as a District employee. They would like to have someone available to cover Mr. Alexander until we can find a permanent solution, in case Mr. Jesinghaus does not stay with the District. The Board agreed they would get the information they need from Mr. Alexander over the course of the next month and discuss this at the next Board meeting.

3. QB Software update info

Mrs. Reid let the Board know the accounting software we are using is going up in cost significantly this year. The desktop software is going up to \$999 per year and the payroll software is going up to \$934 for a total software package of \$1,933 per year. She explained we can move to the “online” version with a different payroll program however this only saves roughly \$225 per year. The online version is also a cloud-based program and she, personally is not comfortable with all of the District information being stored in the “cloud” when there’s no guarantee someone else can not access it. Director Corcoran stated there are issues with the cloud right now and a data breach that happened. Director Corcoran stated with all

of the breaches they have had she is more comfortable keeping the desktop version. Director Warren asked how we were backing up the files. Mrs. Reid stated we back them up to an external drive in the office and once a quarter she backs them up to an external drive in her office at home. So, in essence, we have two backups, one in the office on site and one off site. The Board agreed to keep the version of QB that we are currently using.

9. Safety

a. OSHA Workplace Violence Fact Sheet

The Board was presented with a workplace violence fact sheet from OSHA. She explained this is in conjunction with the policy we completed last month. There was a short discussion regarding what workplace violence is, who is vulnerable what the employee/employer expectations are, how employees can protect themselves and what is expected of employers should something like this occur.

10. Unscheduled Business

a. Director Basset let the Board know he will begin his yearly travels next month. February, March, June and July he will not be in District and will try to attend the meetings via Zoom. Mrs. Reid let him know if he can attend the meetings via Zoom, she will send him the link for the meeting and he can attend that way.

11. Directors Comments

None

12. Next Meeting Scheduled

February 12, 2025

13. Adjournment

Board Director Warren adjourned the meeting at 7:47pm

Motion

Director Warren moved to adjourn the meeting.

Director Basset 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

Minutes transcribed and submitted by Heidi Reid, Administrator/Bookkeeper