

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

August 13, 2025

1. Board Director Corcoran called the meeting to order at 7:00pm
2. Directors present were Jeniffer Corcoran, Candy Pengelly and Fred Basset. Jon Warren was absent.
Staff members present were Heidi Reid, Jennifer Romero, Jeremy Alexander and Carl Dietz.
3. Correspondence
 - a. None
4. Minutes for meeting held in June 2025

The Board was presented with the minutes from the meeting in June. 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.

5. Financial Review – Accounts Payable for month ending 07/31/2025

The Board was presented with the invoices that were to be paid for the month of July. She let the Board know we paid Saif for workers comp the normal payroll taxes, McMaster car for supplies and Secretary of State was for submittal of our FYE report. Everything else was normal for the month. Mr. Alexander asked when Napa billed out, Mrs. Reid said it was typically at the end of the month. He said he bought a battery but didn't see it on here. She said it will most likely be paid next month.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had \$15,243 of income for the month and a net loss of \$4,681. She said the loss was due to the check from the Capital Improvement fund for HBH. Mrs. Reid stated there is \$52,425 in the General Fund, savings has \$7,431 and \$108,385 in the LGIP Capital Improvement fund.

The Board was presented with the P&L Budget vs Actual for FY 2024-2025. She let the Board know we had a total income of \$183,528 and our total expenses came to \$247,816 and we had a net income of \$10,550. Overall, the year came out well.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$7,554 with four accounts on it. Mrs. Reid let the Board know all of these accounts have had their taxes assessed for payment. We should see that check in roughly October.

Motion

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

Director Pengelly seconded the motion carried with three ayes.

Director Pengelly asked why we let the sewer bill get so delinquent. Mrs. Reid said we have no way to shut off their sewer so all we can do is assess their taxes at the end of the year. Mr. Alexander stated if we were a single water and sewer district, we could shut their water off and get paid sooner. The Board said we should look into it again. Director Basset asked if the two districts are a total overlap. Mrs. Reid said everyone who has sewer has water but not everyone who has water has sewer. Director Corcoran mentioned the last time the two districts got together it didn't go well. The Board may approach the subject again.

6. Operators Report for the month of July 2025

Mr. Alexander stated the plant made good water in July; he was away for the first ten days of the month. Carl held down the fort and reported no incidents.

He let the Board know we had a few expenses for supplies. Zach Hartman from HBH said he was going to try and get us the report by this meeting but there was a delay due to a death in the family so we will hopefully have that report next month.

The Belt broke on the mower and once it was replaced the blade got bent. He let the Board know he is working on getting that fixed.

Mr. Alexander let the Board know there had been some issues with the digester due to the heat. It was growing bacteria with the heat. We were having a lot of water input so he wasn't able to waste a lot and the tank got pretty thick. Mrs. Reid asked if there was a way to add water to that when it gets thick. Mr. Alexander stated they could put the water in it but the school's water chemicals are so off he has to add a lot of extra chemicals, so when it gets like that, we are kind of stuck. It just takes time.

He let the Board know the school is still out of spec. The PH is rising but there is no chlorine in the water so don't drink it.

Mr. Alexander let the Board know this is the month Zwald comes. It's expensive but we have to do it. They haul two 5,000-gallon loads to the

port. They will also be bringing the vac truck to clean the main line on 101. We do this once a year. Mr. Alexander let the Board know the rates have changed a bit since last year. He believes they are doing a flat rate for the haul plus mileage and we will be billed by the gallon from the POTB.

7. Unfinished Business

- a. Update re: HBH and new Facilities Master Plan
This was talked about during the Operators Report

8. New Business

- a. SDAO Safety and Security Grant
Mrs. Reid let the Board know she submitted a grant to SDAO for new cameras for the Plant. It is a 50/50 matching grant up to \$2,500. They did receive it, but we wont know if we get the funds until November. We do have to do the work first, if we get the grant, we would submit the invoices and they will match up to half. Currently we are approved for \$500 for cameras, however we would like to increase that to \$1,000. This would allow for the additional cameras to cover the digester and the remainder of the plant that wouldn't have been covered in the initial purchase. Mr. Alexander is concerned we might not get the grant. He is not comfortable taking that chance. Mrs. Reid said it was a gamble worth taking, we need the cameras and she doesn't know why we wouldn't get the grant. They are not giving it to anyone who has received it prior, and what we are purchasing is on their list of approved items for the grant. Mr. Alexander said it would be nice to have the extra cameras as it would give them remote access to the tertiary filter and the digester at any time without having to physically monitor them.

Motion

Director Basset moved to approve the purchase of the additional cameras and cost of \$500.

Director Corcoran seconded the motion carried with three ayes.

9. Safety

- a. OSHA Hearing Protection
The Board was presented with a handout from OSHA regarding hearing protection. There was a discussion regarding earmuffs vs ear plugs and the effectiveness of each. Mrs. Reid asked if muffs or plugs were needed for the back room. Mr. Alexander said we are required to wear hearing protection in the boiler room. Mrs. Reid asked if there was signage for it, Mr. Alexander said it fell down when Richard was here and was never put back up. She mentioned we should get a new sign and get the door marked. If we had an OSHA inspection, they would expect to see that placarding. He said he will order one and get it put up.

10. Unscheduled Business

a. None

11. Directors Comments

None

12. Next Meeting Scheduled

September 09, 2025

13. Adjournment

Board Director Corcoran adjourned the meeting at 7:27pm

Motion

Director Corcoran moved to adjourn the meeting.

Director Basset 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