

## CLOVERDALE SANITARY DISTRICT

### Board Meeting Minutes

April 08, 2026

1. Board Director Corcoran called the meeting to order at 7:05pm
2. Directors present were Jeniffer Corcoran, Candy Pengelly and Fred Bassett.  
Staff members present were Heidi Reid, Jennifer Romero, and Carl Dietz. Jeremy Alexander was absent
3. Correspondence
  - a. None
4. Minutes for meeting held in March 2026  
The Board was presented with the minutes from the meeting in March. They reviewed them and did not see any changes that needed to be made.

#### **Motion**

Director Bassett moved to approve the minutes as written.

Director Pengelly seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for month ending 03/31/2026  
The Board was presented with the invoices that were to be paid for the month of March. She let the Board know we paid payroll taxes as always. She informed the Board the Spectrum bill went up again and she called to see about reducing the bill. It will be a little lower next month due to minor changes made. She made the CIF transfer to the savings account, Jeremy made an order to McMaster Carr for supplies and all other invoices were normal for the month. Director Pengelly asked what the Spectrum bill was for, it was explained this is our internet and phone bill. 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 \$11,572 income for the month this is due to the school getting caught up on back bills. She stated we had \$20,336 of income for the month. Mrs. Reid let the Board know there is \$75,788 in the General Fund, savings has \$9,896 and \$96,100 in the LGIP Capital Improvement fund. She let the Board know she will be making the yearly transfer to the LGIP fund in the next month.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$7,021 with four accounts on it. Mrs. Reid let the Board know Mehmet, Morgan and Amato will have their taxes assessed for payment, again this year, if they do not pay by June.

**Motion**

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

Director Corcoran seconded the motion carried with three ayes.

6. Operators Report for the month of March 2026

Mrs. Romero read the Operators report out loud.

The plant produced high quality effluent in the month of March without any abnormalities.

ODFW is moving ahead with our gate, Mike will brief us. It looks like the majority of the parts needed have been purchased.

Outputs of both lift pump plumbing are dripping again. We are monitoring this and I am waiting to hear back about our “Workmanship” warrantee.

Our NetDMR for March will be submitted on the 9th, this Friday. Waiting on E-coli test results from the PC Lab

It has been uneventful in treatment and operation last month. Rain has slowed and our soda ash consumption has dropped accordingly.

Thank you to our administrator for her hard work pursuing financing for or new facility

7. Unfinished Business

a. ODFW Gate Update

Mrs. Reid let the Board know she had received an email from Mike stating he is hoping to begin the project on the 15<sup>th</sup> with a June 1<sup>st</sup> deadline of completion. He has the components and authorization to get the gate installed.

b. One Stop Meeting Update

Mrs. Reid let the Board know the meeting is set for May 5<sup>th</sup> at 8:30 am. This will begin the process of hopefully finding grants to help build the new plant.

c. Update on Meeting w/DEQ

Mrs. Reid let the Board know she had a meeting on the 3<sup>rd</sup> with DEQ regarding a new CWSRF design and construction loan. At this time, they do not believe the District makes enough money to pay back a 4mill. loan. They are gong to aid in helping look for grants, however they do want us to complete the application for a design and construction loan. It is technically due on April 10<sup>th</sup> but due to the

timing of everything they have given us until the 17<sup>th</sup> to complete is and get it submitted. The next loan application date is in October. Mrs. Reid let the Board know the application is 23 pages long, she has worked on it for roughly four hours at this point and is on page six. She also let the Board know she has a meeting with RCAC ( Rural Community Assistance Corporation) on April 15<sup>th</sup> at 3:30 pm. She let the Board know she will most likely, over the course of the next few months have extra time on her timesheet due to the added hours it is taking for meetings and paperwork.

8. New Business

a. Review Budget info for FY 2026-2027

The Board was presented with the budget documents for FY 2026-2027. Mrs. Reid explained the Capital Improvement budget is proposed to be \$245,080. Nothing has really changed from prior years on this. The General fund income is proposed to be \$246,150, this includes a carry over from this fiscal year of \$66,500, there is no change from last year on these projected numbers. She let the Board know on the proposed expenses she has added a line item to the payroll to include a reimbursement to long-term employees for out of pocket paid insurance. She was able to give the employees a small raise and everything else is based off of the numbers from last year with a few line items being increased due to known increases in the expenses. The Board didn't have any questions regarding the proposed budget.

Director Bassett asked if we had the ability or looked into the ability to do a paperless billing. Mrs. Reid said RVS is not set up to do paperless billing and to do it through QB is costly to the District.

9. Safety

a. OSHA Ladder Safety

The Board was presented with a handout from OSHA regarding ladder safety. There was a short discussion regarding ways to use a ladder, when to use a ladder and safe stepladder use. Mr. Dietz mentioned on the back of the handout talks about the 3-point contact when using a ladder, two hands and a foot or two feet and a hand.

10. Unscheduled Business

a. Director Bassett let the Board know he will be out of Country from May 5<sup>th</sup> to June 12<sup>th</sup>. He will not be attending the next two meetings. Mrs. Reid let him know the next two meetings are critical to budget document approval and signatures. He said he would look at his itinerary and see if he can possibly call in to the meeting. Mrs. Reid said she will also look at other avenues in regards to the Budget Committee Meeting and the Budget Hearing. They agreed to keep one another posted as to how to work out the next two meetings.

- b. Mrs. Reid reminded the Board of the Budget Committee Meeting next month. Director Pengelly asked if the meeting was going to be held early or at the same time. Mrs. Reid explained it would be held directly before the regular meeting.

11. Adjournment

Board Director Corcoran adjourned the meeting at 7:33pm

**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