

## CLOVERDALE SANITARY DISTRICT

### Board Meeting Minutes

March 11, 2026

1. Board Director Corcoran called the meeting to order at 7:06pm
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 February 2026  
The Board was presented with the minutes from the meeting in February. 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 02/28/2026  
The Board was presented with the invoices that were to be paid for the month of February. She let the Board know we paid payroll taxes as always. Oregon Coast Bank was for the QB Desktop program. McMaster Carr & NCL were lab supplied Mr. Alexander purchased. DEQ is for our annual Water Quality permit, RVS is our annual billing software and all other invoices were normal for the month. The Board did not have any questions regarding the payables.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had \$6,783 loss for the month this is due to the water quality permit and QB program. She stated we had \$7,972 of income for the month. Mrs. Reid let the Board know there is \$65,279 in the General Fund, savings has \$8,924 and \$96,100 in the LGIP Capital Improvement fund.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$6,146 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 February.

Director Corcoran seconded the motion carried with three ayes.

6. Operators Report for the month of February 2026

Mr. Dietz stated the plant produced high quality effluent for the month of February with no abnormalities.

The vandalism and general happenings of no good remained slow. ODFW have marked the pavement for the electric gate for boat ramp users. We are waiting on a locate and plans for install.

The anomaly crunch, thump and grinding sounds emanating from the clarifier continue and are persistent, though they have not gotten worse since last September's reporting on this.

He let the Board know our NetDMR for February was submitted on the 9<sup>th</sup> of March.

It has been uneventful in treatment and operation last month.

7. Unfinished Business

a. ODFW Gate Update

Mrs. Reid let the Board know there is no further update. Mike was hoping to get it installed this month but with the weather it may be put off a little longer.

8. New Business

a. Email to Business Oregon re: One Stop Meeting

Mrs. Reid let the Board know she had requested a One Stop Meeting with Business Oregon, to begin the process of funding for the new plant. She completed the necessary paperwork and sent it back at the beginning of the month but has not heard back yet. She did add all of the Board members to the list of attendees, so everyone should be informed as to when the meeting will take place. She mentioned if she did not hear back by the beginning of next week she would inquire as to where we are in the process.

Mrs. Reid let the Board know that according to the last Census completed for Cloverdale the median income is relatively high, at \$100,000. She was able to reduce that a bit with the median average, however we may have to do a rate increase again in order to qualify for any loans. The Board was surprised by that number, wanting to know how that could be. Mrs. Reid explained the only thing she can think of is it's the homeowners that are renting their homes, not the people who actually live here. She also let the Board know with that,

we may want to do a small rate increase later this year or next year to keep up with inflation.

9. Safety

a. Safety Committee Organization – Review/Approve

The Board was presented with the Safety Committee Organization. Mrs. Reid let them know it needed updated with the new members and employees. The Board reviewed the document and didn't see any changes that needed to be made.

**Motion**

Director Bassett moved to approve the Safety Committee Organization as written.

Director Pengelly seconded the motion carried with three ayes.

10. Unscheduled Business

a. Mrs. Reid let the Board know next month she will be on Zoom due to the meetings being split.

b. Out of curiosity Mrs. Reid asked Mr. Dietz if he was working on or planning on working on getting his certification for the District. He asked if that was something the Board wanted him to do. It was mentioned Mr. Alexander, like Mr. Nystrom will not be with the District for ever and the Board would like to have someone available to step into that position after retirement if possible. Mr. Dietz let the Board know it is an expensive program; he really doesn't have the funding to take the classes. He would also have to study up on the information because the plant is old compared to what is out there now. Director Pengelly mentioned he could go to other sewer treatment plants to gain the knowledge of other types of systems. This would help with the knowledge. Director Bassett mentioned we have tuition assistance available for the classes. Mrs. Reid explained he just needs to take the classes, pass the test and submit receipts after each passed test. Mr. Dietz stated he is already working multiple jobs and doesn't want to railroad the Board but he really doesn't know if this is what he wants to do in the future. He is squeezing all he can out of the District, juggling all he can now to make things work. He mentioned if the Board wants look at going another avenue to get someone trained and certified he would understand. At this time, it's not something he can do and he doesn't know if it's something he will want to do in the long term. The Board understood and asked him to think about it and they would move on from there. Mr. Dietz stated he has a lot of other experience in other fields and he is not sure what direction he is going to go at this time. Director Corcoran mentioned, Mr. Alexander is not going to be here forever and the Board would like to be proactive in making sure there is a viable certified operator available when he is ready to retire. The

Board let Mr. Dietz know they appreciate all he is doing for the District and would like to see him stay and get certified but if it is not an avenue he wants to pursue, they understand.

11. Adjournment

Board Director Corcoran adjourned the meeting at 7:32pm

**Motion**

Director Corcoran moved to adjourn the meeting.

Director Bassett 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:\_\_\_\_\_

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Board Member

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Board Member

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Minutes transcribed and submitted by Heidi Reid, Administrator