

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

September 10, 2025

1. Board Director Warren called the meeting to order at 7:00pm
2. Directors present were Jeniffer Corcoran, Candy Pengelly and Jon Warren. Fred Basset 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 August 2025

The Board was presented with the minutes from the meeting in August. They reviewed them and did not see any changes that needed to be made.

Motion

Director Warren moved to approve the minutes as written.

Director Pengelly seconded the motion carried with three ayes.

Director Warren mentioned in the minutes it stated “Director Corcoran mentioned the last time the two districts got together it didn’t go well.” Director Warren asked what she meant by that and she stated the two Boards didn’t see eye to eye on the subject. Director Warren stated he would like to address the situation again. He asked if the rest of the Board members would like to address it again. They stated they did. Director Warren suggested getting a few members from both Boards together to form a committee to discuss the cost and pros and cons of merging the Districts. He asked Mrs. Reid to send an email to the Cloverdale Water District asking them to join in a committee for further discussion. Mr. Alexander mentioned the customers know they have to pay their water bill but the sanitary customers don’t pay because they know we have no recourse other than assessing their taxes. Mrs. Reid mentioned she gets a lot of confusion with new customers especially when she explains they will be receiving two bills. Most people think the Sanitary District is for their garbage service. Director Warren stated we need to inform the customers what it would cost to merge the district and let them know there could be a one-time fee for the merge. The Board agreed it would be worth talking about again. Mrs. Reid will send out the email and see where it goes.

Motion

Director Warren made the motion to put together a committee consisting of three members of each Board to discuss the cost and talk about the issues of merging the districts.

Director Corcoran seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for month ending 08/31/2025

The Board was presented with the invoices that were to be paid for the month of August. She let the Board know we paid payroll taxes, McMaster car for supplies, the Port of Tillamook Bay was for sludge hauling. Everything else was normal for the month. She let the Board know Zwald's invoice will most likely be on next months invoices to be paid.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had \$7,840 of income for the month and a net loss of \$1,858. She said the loss was due to the bill for sludge hauling. Mrs. Reid stated there is \$47,735 in the General Fund, savings has \$7,900 and \$108,808 in the LGIP Capital Improvement fund.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$8,537 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 Corcoran moved to approve and pay the invoices for the month of August.

Director Pengelly seconded the motion carried with three ayes.

6. Operators Report for the month of August 2025

Mr. Alexander stated the plant made good water in August and there were no incidents or anomalies to report. .

He let the Board know Zwald hauled 10,000 gallons of sludge to the Port on August 26th. Ryan Zwald performed our annual jetting of the down town mainlines as well as pumping our we well of grease lumps and other large solids. We can expect a bill for their services sometime in September. Mr. Alexander mentioned the grease appears to be coming from the store. Mrs. Reid asked if he has ever inspected their grease trap. He said it is inside the store and it's not his responsibility to be monitoring that. He also stated they may not want him in there monitoring it. The Board asked Mrs. Reid to send a formal letter to the store asking them to keep the trap cleaned.

Mr. Alexander stated we have received our complete design review from HBH Engineering. He ordered enough copies do everyone may take one

home and read it. He suggested discussion thoughts at the next meeting.

He let the Board know we are developing trouble with the main thrust bearing that supports the clarifier sweeper. This is a huge bearing, 10 inches in diameter. The sweeper turns at 1/3 of 1 (.033) RPM. His fix at this point is keeping it greased. He stated we will run it until it fails, then deal with replacement or maybe by then we will have a new plant in the works or online.

7. Unfinished Business

a. Update re: HBH and new Facilities Master Plan

The Board was given the draft copy of the Facilities Master Plan to take home and review for discussion at the next meeting. It's a large plan but does need to be reviewed so conscious decisions can be made on behalf of the future of the plant.

8. New Business

a. None

9. Safety

a. OSHA Fire Safety

The Board was presented with a handout from OSHA regarding fire safety. There was a short discussion regarding the use of portable fire extinguishers, how to prevent fires and what to do in case of a fire.

10. Unscheduled Business

a. Director Warren asked how the High School water has been. Mr. Alexander stated it has been excellent. They dialed it in just before school started and it has been good since.

b. Mrs. Reid asked Director Warren if he had contact information for NCSSEF or ODFW in regards to the Boat Launch. She explained the coming and going by people other than fisherman has gotten worse and the employees are uncomfortable with the situation. She would like to talk to someone in hopes to come up with a solution or ideas to help the problem. She explained people are hanging out at the boat launch doing shady stuff and are driving extremely fast in and out of the boat launch area. It is a safety concern. Mr. Alexander said he would like to see Mr. Warren or someone enforcing the rules of the launch. Mr. Warren said he can't enforce it he has no jurisdiction over it. All he does is collect the money, he stated he wants nothing to do with it. All he does is collect the money for the lease and write the check. Mrs. Reid said she may need to contact ODFW then. Mr. Warren stated the property is ODFW. Mrs. Reid corrected and said it is the District property. Director Warren stated ODFW owns the Boat Launch and 400 feet of the land and a small part of the parking.

Director Warren stated he is not responsible for anything. Mrs. Reid stated she knew this, she was asking if he was the contact for NCSSEF. He stated he was not. She asked if he knew who the contact was. He stated there is a group called the North Coast Salmon and Steelhead Enhancement Fund; it's an organization run by Jack Smith. He said it is a part of the TEP, a division of TEP and that's where the lease money is paid from. They have no jurisdiction here and all they do is send the check. They are only responsible for sending the District money. They are not responsible for anything that goes on there. Director Warren stated he does not even police the parking there. If they don't pay it doesn't matter because the fees that do come in cover the lease. He said they all know nefarious stuff has been going on for a while but they cannot enforce anything. Ultimately the only people who can enforce anything or police the area is the Sheriff. Mrs. Reid asked if we could shut the gate. Director Warren said we can close it at night, that's the Districts prerogative. Mr. Alexander stated give a key to Price Dairy and close it at night and open it in the morning. The only issue with that is the fisherman that come in at 5:00am to fish. This could cause a problem with that. Director Warren stated he did not have the answer to the problem. Mrs. Reid stated she was just asking for contact information as the lease is between the ODFW and NCSSEF. Director Warren stated they are not on the lease and don't have anything to do with it. Mrs. Reid got the lease out and read the 1st paragraph in regards who is listed on the lease. The paragraph states, "This Agreement is entered into this 1st day of December, 2022 by and between the Cloverdale Sanitary District, Cloverdale, Oregon (District herein), a public agency in the state of Oregon and the North Coast Salmon and Steelhead Enhancement Fund, Inc., (NCSSEF herein), a not-for-profit Oregon corporation. Director Warren stated again, the Sheriff is the only one who can do anything. Mr. Alexander let him know of the garbage and the issues we are having again. Director Warren stated if the gate is closed it will be ripped off in days. An argument ensued regarding locking the gate and the issues that are going on.

Director Pengelly no longer wanted to be a part of the conversation. She excused herself from the meeting. The Board no longer had a quorum and the meeting was adjourned

11. Directors Comments

None

12. Next Meeting Scheduled

October 08, 2025

13. Adjournment

Board Director Warren adjourned the meeting at 7:35pm

Motion

No motion was made as not enough members were present.
The meeting was over.

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