

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

March 12, 2025

1. Board Director Warren called the meeting to order at 7:02pm
2. Directors present were Jon Warren, Jeniffer Corcoran and Candy Pengelly. Fred Basset attended on Zoom.
Staff members present were Heidi Reid, Jennifer Romero, Jeremy Alexander and Carl Dietz.
3. Correspondence
 - a. None
4. Minutes for meeting held in February 2025
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 Corcoran moved to approve the minutes as written.

Director Basset seconded the motion carried with four ayes.

5. Financial Review – Accounts Payable for month ending 02/28/2025
The Board was presented with the invoices that were to be paid for the month of February. She let the Board know most everything was normal for the month. She informed the Board the payroll taxes were paid. She pointed out the PUD bill was \$806 this month, it is increasing a little every month, RVS is for yearly software, QB yearly software was \$999. Everything else was normal for the month.

Mr. Alexander asked about the PUD bill and its comparison to last year. Mrs. Romero looked it up and the bill for last year at the same time was \$703.90, March was \$677.04. Mrs. Reid thought there had been a slight rate increase that could have affected the bill. Mr. Alexander also mentioned the \$14 for the light by the gate, this shouldn't affect it that much though. Mr. Alexander mentioned the heaters in the back room have run also, that could be part of the increase.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had a net income of \$5,483. Mrs. Reid stated there is \$33,180 in the General Fund, savings has \$4,730 and \$106,086 in the Capital Improvement fund.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$3,346 with four accounts on it. She informed the

Board it is getting close to the end of the fiscal year. If these accounts are not paid by the 15th of June their taxes will be assessed.

Motion

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

Director Warren seconded the motion carried with four eyes.

6. Operators Report for the month of February 2025

Mr. Alexander stated the plant produced a high quality of effluent.

He let the board know we had another plumbing breach in the blower room. He believes it has been caused from the school's acidic water. The pipe has been temporarily fixed with radiator hose and clamps. The plumbing in the building is failing and may need to be replaced with PEX soon. He let the board know a couple weeks ago we lost an airline fixture off of the manifold up top. It has been repaired with rubber hose and clamps. Monday the intake side of the pipe on cell number two of the tertiary filter has a rather large hole in it, when the pump comes on it is blowing water out instead of going up into the filter. He let the board know he put U-bolts and rubber on it and its working for now but that pipe is very thin and is going bad. Its all rotten and needs to be replaced. The integrity of the filter is done, we are limping. He talked to Zach and Monty regarding what happens when it completely fails. The sand in it will have to be changed out every week by hand. This is not something that can be easily done. We will have sand waste to deal with, who knows who will take that off our hands and Mr. Alexander expressed it is a gnarly job and he really doesn't want to do it. Director Basset asked, when the facility update is done will this equipment be fixed. Mrs. Reid explained it would be replaced and all new equipment with the new facility. Mr. Alexander said it may not even be needed with the new facility.

He let the board know he completed all of the yearly reports for DEQ. DEQ has stated they will be coming for a compliance checkup but he does not know when that will be.

Mrs. Reid asked how the meeting with HBH Engineering went. Mr. Alexander stated they mainly came down to physically see the plant and get additional data. It sounds like the Facilities Master Plan may be near completion.

7. Unfinished Business

a. Update on Easement from DSL

Mrs. Reid let the board know everything had been paid, paperwork had been signed and sent in and we are now waiting on the final signed paperwork from DSL. The project is complete. Mr. Alexander

asked if this was a one-time payment. Mrs. Reid explained it is good for 30 years and will have to be renewed at that time.

b. Update on Community Grant Process

There are no further updates at this time. Director Warren asked to remove it from the agenda. If he gets an update, he will let the board know.

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

This was talked about during the operator's report

8. New Business

a. Need to order new computer for office

Mrs. Reid explained it was time to order a new office computer. The current computer would go to Mr. Alexander's desk for him to use for his reporting. She let the board know with the computer cost and software cost it would be approximately \$3,500 depending on price increases due to the new tariffs. Mr. Alexander asked if the old computer has Office 365. Mrs. Reid explained it had the Office suite on it but not 365. 365 is a monthly subscription and in the long run it is cheaper to purchase the Office Suite than pay the subscription.

Motion

Director Warren moved to approve the purchase of a new computer and software.

Director Corcoran seconded the motion carried with four ayes.

b. Purchase new riding lawnmower and shed

Director Warren stated he thought we had a lawnmower. Mrs. Reid let him know it was Rob Cook's mower. She explained the last time Mr. Alexander talked with Rob, he made it sound like he didn't want to mow the lawn anymore. Director Warren asked who would do the mowing. Mr. Alexander stated he and Mr. Dietz have the time, they would do it. Mrs. Reid said they had researched the price of a new mower at Lowe's and we can have one delivered to the plant for roughly \$3,000 to \$3,500. Mr. Alexander mentioned wheel weights may need to be purchased due to the steepness of the hill going into the pond. If not, it will have to be done with a weed eater. We will need to purchase one of those also. Overall, the board agreed for the two pieces of equipment it would cost roughly \$4,000.

Mr. Alexander said we can't really afford a small shed but we can afford the lumber for a small lean-to and a slab of concrete. He and Mr. Dietz can build it. Mr. Alexander said we can park the mower in the building if we can get the doors working right, until we get the lean-to built. He stated the two companies that came out to look at it

never came back with a bid. They saw how they were built with the steel framing into masonry and don't appear to want to do the job. He is currently working on a way to fix them temporarily to get them to work right.

Director Basset asked about the money in the budget to make the purchase. Mrs. Reid said we did.

Motion

Director Basset moved to approve the purchase of a riding lawnmower, weed eater and supplies for a lean-to.

Director Corcoran seconded the motion carried with four ayes.

c. Raises for employees for budget purposes

Mrs. Reid let the board know she is working on the budget. She is wondering what they would like to give for raises this year. She explained she would like to see a \$2 increase for Mr. Alexander and at least a \$1 increase for the other employees. The board asked if that was enough of an increase, Mrs. Reid said it is a good start, if she can do a little more, she will and let the board know what that increase was when they reviewed the budget. The board agreed this was a good start.

9. Safety

a. OSHA PPE

The Board was presented with a handout from OSHA regarding PPE. Everyone reviewed the handout. Mr. Dietz asked about the PPE for the weed eater and lawnmower. Mrs. Reid said it would get ordered when we made the purchase. Mr. Alexander stated they have all of the PPE they need for the lab. If there is anything they find they need we will get it ordered.

10. Unscheduled Business

a. Director Basset asked about Sherwin's shop and if anyone checked to see if they had sewer and water connections there. Mr. Alexander said he had looked into it and they do not. They are using a five-gallon bucket for a bathroom and a tub of water for washing. They do not have a restroom in the shop.

11. Directors Comments

None

12. Next Meeting Scheduled

April 09, 2025

13. Adjournment

Board Director Warren adjourned the meeting at 7:34pm

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