CLOVERDALE SANITARY DISTRICT
Board Meeting Minutes
August 12, 2026

1. Board Director Corcoran called the meeting to order at 7:07pm

2. Directors present were Jeniffer Corcoran, Candy Pengelly and Fred Bassett.
   Staff members present were Heidi Reid, Jennifer Romero, Carl Dietz and Jeremy Alexander.
   Guests present were Jeremy Strober and Peter Deam from the Nestucca Valley High School.

3. <u>Guest Discussion</u>
   a. Jeremy Strober and Peter Deam were present to speak to the Board regarding a new program at the High School requiring food trucks and a new sewer connection.
      Mr. Strober let the Board know they would like to discuss a new program at the High School called Prostart. He gave the Board flyers explaining the program and curriculum. He explained it requires food trucks. Mr. Strober let the Board know the school has been developing a new way of learning a hands-on program through career technical education. This will provide the kids with real-world, hands-on opportunities. They have recently launched a class called Hospitality and Tourism. This taught the kids about opportunities in the fields of lodging, cultural heritage, environmental stewardship, outdoor recreation, retail and culinary. He explained the kids expressed they would like further instruction in the culinary field. He stated there are about 60 kids that are interested in attending the culinary arts and restaurant management program that they are launching in the fall. He stated the facilities for a classroom kitchen are limited. They don't have areas where they can really teach the kids things like culinary arts. Mr. Strober stated the school received a grant for two food trucks; they were fabricated specifically for the use for the school to provide a classroom learning facility as well as a facility to operate the student run coffee shop. They are facing hurdles in utilizing them specifically from the County and the Health Department. They have made progress and believe they will be allowed to use them if they are permanently connected to the utilities. This being electric, water and sewer. He stated to do this they are looking at over $15,000 of infrastructure expense. He stated one of the most significant expenses is the sewer connection fee, which is $6,000. He mentioned their plan is to tap into existing sewer if they are allowed to. There wouldn't be any toilets, just grey water from sinks. He mentioned there may be a little grease but not much. Mr. Alexander mentioned if there is not frying and only grilling, they

would not necessarily need grease traps. The grease from grilling can be scraped and put disposed of properly. They don't believe they will be putting any extra burden on the plant with the design of the project. Director Bassett mentioned it would be a good learning experience for the kids to learn how to deal with grease and that it doesn't go down the drain but into the garbage. Mr. Strober asked the Board if they would consider a waive the SDC fee so they can afford to utilize the food trucks and start providing this learning opportunity for the kids. Mr. Deam mentioned there is a smaller food truck at the K-8 that is used for games. There is a larger food truck at the High School that has been advocated for over the years to utilize it. They have had meetings with Jaime Craig, the County Sanitarian and came up with a location that would work for the connections. She would like it connected next to the Field House. The expectation with this location is, it is close to the cafeteria, the kids would meet in the cafeteria and move directly out to the trucks for the hands-on curriculum. He stated Mr. Strober received a $30,000 grant through Tillamook Coast Visitors Center. This is to help with operation costs and work on the food trucks. Mr. Deam let the Board know they have had a set back with the current staff that was slated for the teaching position, they are retiring. They are currently looking for a new teacher to fill the position. They are here to ask for a reduction and any help the District can provide to make this project possible. Mr. Strober mentioned they have support from Pelican Brewing Company to help provide teacher support, raw ingredients for food, they think they can make a pretty positive and productive program for the kids.

Director Bassett asked if the food that is prepared would be for purchase or who is going to eat the prepared food. Mr. Strober explained there is two potential uses for the trucks. One is the coffee shop that is Brewed Awakenings, a student run business as a coffee shop. However, they are not yet allowed to produce food for sale. They would be buying food to sell at that shop. The larger truck would be like a classroom laboratory or classroom kitchen. The kids would learn theory in the classroom and move to the food truck and apply the theory they learned by making food. At this time, he does not know yet if the kids can eat the food that is prepared but he does know they can't allow other people to eat it afterwords. He stated it is a two-year program where the kids come out with a certificate of achievement, a food handlers' card, certified restaurant professional certification, they idea is they can take that and have a leg up on applying for jobs in the real world. Mr. Alexander asked if they were going to use the truck for catering. Mr. Strober stated that vision has changed since it was first presented. Originally the vision was to park the big truck where the concession stand is and utilize it for that also. The County will not allow this. They are going to rehab the concession stand and utilize it for what it is. Director Bassett asked if the students can eat what they created. Mr. Strober explained they don't believe the students can eat what they created, maybe under the supervision of the instructor but at this time they cannot. The Board agreed it is a waste of supplies. Mr. Deam and Mr. Strober stated the rules have drastically changed with the Health Department in the aspect of food safety. They are going to do what they can to utilize the food that is made so its not wasted. Director Bassett stated the meal the kids make may be the only meal they get in a day. Mr. Strober said they are going to do everything they can to get to utilize the food that is produced. Mr. Deam mentioned the point of the culinary is not just about making the food and eating it. It's about the entire learning process from start to finish and understanding the safety in food prep. In the long term they are looking to really prepare the kids for real world experience and having a leg up when they come out of the program. Mr. Strober mentioned they are looking to also teach life skills that a lot of the kids are lacking.

Director Bassett asked Mrs. Reid and Mr. Alexander if there was a cost outlay for the District when someone connects to the system. Mr. Alexander stated with this project there really isn't because the School has done all of the leg work for the project. Mrs. Reid mentioned for this project its really just Mr. Alexanders time in monitoring how the instillation is completed and making sure it is up to the District standards. Mr. Alexader mentioned however it goes, there would be some stipulations regarding the instillation if there is going to be grease involved, talking about placement and how it operates and the cleaning. Director Pengelly mentioned it needs to stay as small use not large use later on. Director Bassett stated he thinks it's a good idea and would like the District to be able to help the School with the program and funding.

Mr. Alexander asked why it couldn't be approved like any other food cart. Mr. Strober stated there is an ever-changing list of changes and reasons. The biggest hurdle is it has to be hard connected to all of the utilities. He mentioned the school is in a residential zone, the food truck is commercial and they have to begin the process with a conditional use permit. The county commissioners are supportive of the program and they are aware of the challenges, however the Health Department is under State authority so the Commissioners can only help so much. Mr. Alexander reiterated, the location of the food truck next to the Field House, if it is connected to all utilities, they are permitted to use it for a culinary school. Mr. Strober stated, yes, they are, under those stipulations. They do have a few more hurdles but they are working on it.

Director Pengelly asked if the food service card would be given right off the bat or later down the road. Mr. Strober mentioned as soon as they get their bids for the electric and plumbing, they can apply for the conditional use permit and the process begins. Once they receive the conditional use permit, they can apply for their health permits.

The Board thanked Mr. Strober and Mr. Deam for attending the meeting and explaining the project and program. They will discuss it and let them know what the Board decides.

4. Correspondence
   a. None

5. Minutes for meeting held in June 2026
   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 Bassett seconded the motion carried with three ayes.

6. Financial Review – Accounts Payable for month ending 07/31/2026
   The Board was presented with the invoices that were to be paid for the month of July. She let the Board know we paid payroll taxes as always. We did the monthly CIF transfer, SAIF is for the workers comp insurance, we purchased items from McMaster Carr and NCL for the plant. All other invoices were normal for the month. Mr. Alexander asked if the electric bill is the lowest is will be for the year. Mrs. Reid stated it is the lowest it will be due to not utilizing the heat in the office. 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 $15,549 of user fee income for the month with a total net income of $8,443. She let the Board know there is $84,251 in the General Fund, savings has $9,327 and $112,971 in the LGIP Capital Improvement fund.

   The Board was presented with the Delinquent accounts. The total delinquent amount is $10,750.She let the Board know these are the same accounts that are having their taxes assessed and we will hopefully see that check in October.

   Motion

Director Bassett moved to approve and pay the invoices for the month of July.
Director Corcoran seconded the motion carried with three ayes.

7. Operators Report for the month of July 2026
   Mr. Alexander let the Board know the plant produced a high quality of effluent for the month of July without any abnormalities.

   He let the Board know he was absent the first 10 days of the month and Carl held the fort down.

   ODFW has completed the gate install. It is opening and closing as it should on the time clock. It also functions with the key pad and the remote-control opener. The gate has bee vandalized twice since installation. OSP/ODFW have installed a cell camera watching the gate. Hopefully they will see whomever is doing the vandalization.

   Access has been questioned by the Price Dairy. He mentioned the Board should decide weather or not to build them an easement. It does not look like they currently have legal throughfare. The Board may wish to consider legal access for the Price Dairy. He mentioned they sometimes have less than desirable people staying out back. Director Cocoran mentioned she did not believe they had an easement, Mrs. Reid let the Board know they do not and we do not have any easements on District property for anyone. Mr. Alexander mentioned we could charge them for an easement. Mr. Dietz mentioned they have access points through their own property to get to the back of the field. Mrs. Reid mentioned if they want to access their property, they need to do it through their own property. Mr. Alexander stated we should probably send them a letter stating that and we could fence off the property. He said Joe had talked to him about it once, he mentioned it is an insurance issue but we also allow people at the boat launch. Mrs. Reid mentioned our insurance covers recreational immunity along with ODFW for the purpose of the boat launch. Mrs. Reid mentioned with the addition of the new gate we are keeping out more of the riffraff, Price Dairy is using the property as they always have, she recommended waiting to do anything until we have the new plant figured out and what that is going to look like as far as security goes. Simply wait and send a letter later on if we need to and allow them to come to a board meeting to state their case if we do in-fact fence off the back portion of the property. The Board agreed this would be the best process. Director Bassett reiterated if we do block off the back portion of our property, they do have another way to access it. Mr. Alexander stated they have roughly three access points off of Highway 101 to access their fields. They utilize our property because it is convenient. Director Bassett mentioned we need to have control as to who comes onto our property and how our property is utilized.

Mr. Alexander let the Board know outputs of both lift pumps are dripping again. He is monitoring this and is waiting to hear back about our "Workmanship" warrantee. The original bid was for copper or metal piping and they have put in PVC, which does not appear to be strong enough to handle the vibration and hammering.

He let the Board know rain has slowed and our soda ash consumption has dropped accordingly.

Mr. Alexander mentioned the clunking sound we have been reporting for six moths continues. With each 180 degrees of skimmer rotation, it is now consistent. He stated the tank is leaning two degrees and he believes it is the rake hitting the pipe on the bottom. If the tank fails it would be a catastrophic failure and we would have to figure out how to replace the tank. Director Bassett asked if it is wearing a hole in the side of the tank. Mr. Alexander said he does not know as we can not see down nor do we have the funding to drain the tank and see what is going on with it. He let the Board know if the skim box fails it would be a manual removal system with a pool net or something. They are already doing a lot of manual work up there that the equipment can not do any more. It is just crimping along. This is simply proof we need a new plant.

8. Unfinished Business
   a. ODFW Gate Update
      This was discussed during the Operators Report

   b. Update on Income Survey
      Mrs. Reid let the Board we are working on the survey. At this time, we are waiting on USDA to give us approval to send it out. RCAC has all of the information they need and the letters are finished and waiting to go out. The signature block will be removed as it is not required, the USDA stated they would like to see it there for accountability purposes however for the sake of remaining anonymous she has removed the block. The USDA has changed their process of approval for the funding involved with income surveys and it is taking longer to get the final approval than normal. Sabrina (RCAC) is hoping to hear back by the end of the week or first part of next week with the approval. Once she gets that the letters will go out and the process will begin.

   c. Loan Information from Business Oregon
      Mrs. Reid explained to the Board, Business Oregon has approved the District for the loan if we can come up with the funding to pay it back. At this time rates would have to be increased to $325 per month, per customer in order to pay back the $4.5M loan we need. She let the Board know she has spoke with Meloni Olson at Business Oregon

letting her know there is no way we can do that. She did mention possibly going for a bond or additional tax measure to come up with the funding. What ever we do, we have a year and a half from the date of approval to decide if we want the loan or not. A portion of the loan may be forgivable but this is a crapshoot we may not want to take. This brings us back to the income survey results.

9. New Business

a. Further Discussion re: Nestucca Valley High School Connection
Mrs. Reid mentioned to the Board she was concerned as to how it would look for us going out for grants for the new plant if we donated an SDC. Mr. Alexander stated we are also taking on a new connection so now we have additional monthly income. He mentioned in the grand scheme of things $6,000 is a drop in the bucket. Mr. Dietz asked if they have to pay the whole thing before they hook up. Mrs. Reid stated they can make payments on it. Mr. Alexander stated they cant get a building permit before they get a letter of Availability from us. Mrs. Reid said she can issue the letter, and she thinks it's a great program for the school and she would like to see the District be able to help it come to fruition. The District could charge the SDC under a payment plan and forgive a portion of it. Director Bassett mentioned this is a non-profit and not a typical business. He believes it sounds like the SDC could be a make or break for the program and he believes it is a good program for the young people in our community and the school district. Director Pengelly asked if it is still a sewer hook up if its only grey water. Director Alexander stated it is still a sewer hookup. Director Bassett stated we will be making money monthly on the new connection fee which is additional funding we didn't have before. Director Corcoran mentioned we do the minimum of charging for Jeremy's hours for monitoring the connection. Mr. Alexander stated he would want to monitor it simply for the grease trap if there needs to be one. He mentioned there is a secondary p-trap that will help with the minimal grease that may go down the drain. As long as they are not using fryers, they may not need one. The Board discussed forgiving the SDC fee. They agreed further research needs to be completed prior to doing that. Mr. Alexander mentioned they may be waiting on the District to make a decision before they move forward. Director Pengelly mentioned waiting until the next meeting to make a decision unless they need one right away. The Board asked Mrs. Reid to do the research regarding the forgiveness of the SDC and find out if they need the approval prior to the next meeting. Director Bassett mentioned school starts in a month and if they are wanting to get it running prior to school starting, we could have a Zoom meeting to discuss it further. The Board asked Mrs. Reid to inform them of the monthly fee and ask the questions that need to be asked and let them know. If they need to do a Zoom meeting they can.

10. Safety
   a. Oregon Wildfire Smoke Rule
      The Board was presented with a handout from WHA insurance regarding wildfire smoke training requirements. They briefly read over the handout and talked about the symptoms of smoke exposure, health effects and emergency response procedures.

11. Unscheduled Business
   a. Website Hosting Changes
      Mrs. Reid let the Board know CivicPlus purchased Streamline. Our current annual fee with Streamline is $876, $73 per month. We received our new annual contract from CivicPlus is now $3,000, $250 per month. Mrs. Reid stated she called the rep and let him know there was no way we could pay the additional fee. He is going to talk to his supervisor and see if he can get it reduced. She is hoping to hear back by the end of the week or early next week. The Board agreed this is not an additional cost we could take on. Director Corcoran stated she did not think the current website was worth the money they are asking for. Mrs. Reid mentioned they simply monitor the site, make sure it is compliant and has the security it needs, all of the information and upkeep is left to her. Mr. Alexander mentioned purchasing a server and creating our own website and doing our own cyber security for online payments. Mrs. Reid said she can look into it and see what we can do. She let the Board know she will let them know what she finds out on the cost.

   b. Secretary of State Report in Lieu
      Mrs. Reid let the Board know she had completed the Secretary of State report for our final year end 2025-2026. Our total expenses for the year came to $247,817.

12. Adjournment
   Board Director Corcoran adjourned the meeting at 8:20pm

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 Board Member

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Minutes transcribed and submitted by Heidi Reid, Administrator