

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

December 11, 2024

1. Board Director Warren called the meeting to order at 7:00m
2. Directors present were Jon Warren, Fred Bassett, Jeniffer Corcoran and Candy Pengelly.
Staff members present were Heidi Reid and Jennifer Romero. Jeremy Alexander and Roger Jesinghaus were absent.

3. Correspondence

- a. None

4. Minutes for meeting held in September 2024

The Board was presented with the minutes from the meeting in September 2024. They reviewed them, Director Bassett mentioned his name was spelled with only one “t” in a few places. Mrs. Reid stated she would make sure it was corrected in future minutes.

Motion

Director Bassett moved to approve the minutes as written.

Director Warren seconded the motion carried with four ayes.

5. Financial Review – Accounts Payable for month ending 11/30/2024

The Board was presented with the invoices that were to be paid for the month of November. She let the Board know everything was normal for the month. She let the Board know there was a small check to Carl Dietz for work done prior to Roger coming back. The PUD bill was less than last month, this is probably due to the new pumps. Oregon Department of Revenue was for the Hazardous Substance fee. Payroll taxes were paid, CIF transfer was made.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had a net income of \$13,260. We had \$19,889 of income for the month, part of this was due to a high number of late fees, the lease payment came in and the check for the taxes came in. Mrs. Reid stated there is \$33,850 in the General Fund, account and \$100,869 in the Capital Improvement fund.

The Board was presented with the Delinquent accounts. She let them know the Dory bill had been paid with the tax check and Amato’s bill had been paid up to the time of assessment. Director Bassett asked why Amato still had a high outstanding bill. Mrs. Reid explained, when the taxes were assessed, she only had roughly a \$500 balance. The

outstanding amount is what has incurred since assessment. The Board agreed it was nice to only have three past due customers on the list.

Motion

Director Warren moved to approve and pay the invoices for the month of November.

Director Corcoran seconded the motion carried with four ayes.

Director Corcoran made mention of all of the vehicles parked at the Dory that belong to Shirwin. The question was asked if Shirwin was paying for water and sewer. Mrs. Reid stated he was not, as far as she knows there was never water and sewer connected to the new building. Director Warren mentioned he thought there was a bathroom in the back of the building. Mrs. Romero stated she would look into it. If there is water and sewer connected to the building they need to begin paying for it.

6. Operators Report for the month of October/November 2024

Mr. Alexander was absent. The Board read over the operator's report.

The Operators Report for October Stated:

The plant produced high quality effluent through the month of October.

Roger resumed work, in full capacity on the 18th of October.

I have completed all of the required certifications with DEQ and was granted Supervisor of the Cloverdale STP on the 7th of October. Our NPDES permit responsibility has been removed from Richard and assigned to me.

In October I asked ODOT if they could step in and designate a No Parking zone on N. Bound HWY 101 South. This is the area across the street from the county shop and post office. We have a manhole there that people park over, and its is a bus stip. As Cloverdale lacks any municipal government, the matter was decided with just my asking. No Parking signage will be installed next week by ODOT.

We are continuing to have corrosion issues with our fresh water supply. I just had to replace our two frost free hydrants for the third time in two years. This is due to the acidic nature of the high school's water.

Lastly, Farrell Gas came out and inspected our tanks and said they're fine. He suggested a little wire brush and paint therapy. I have stopped pursuing a new 750-gallon tank.

The Operators Report for November Stated:

The plant produced a high quality of effluent through the entire month.

We had a wet month resulting in using the pond to buffer our overflow of influent.

We have begun operating under our new permit obligations as of November 1st. We will be saving a little money on E-coli testing. PCJWSA will be running 24 tests a year for us now rather than 52.

The ODOT sanctioned No Parking zone on 101 and Park St is completed. This will prevent parking over our manhole and keep the Bus Stop open.... Hopefully. I'll be sending a thank you email up to Astoria and then to Salem ODOT Sign Shop.

It appears our new lift station pumps are saving us electricity over the old ones. I don't have the numbers but it looks like 30% savings. Heidi may have a closer estimate?

A look to the future, we may need Zewald to haul for us again in February.

Director Warren stated the building gets its water from the High School. Mrs. Reid stated that was correct. He asked if we can fix the issues with the water or is it possible for the Water District to connect to the Sanitary District? Mrs. Reid stated we could probably connect but we would have to pay the SDC fee along with a very large water bill each month. The Board agreed this probably was not a good idea. Director Warren stated the problems we are having is indicative of the poor High School water. Mrs. Reid stated it was and it could have something to do with the issues we have at the plant sometimes. The Board agreed they fully believe this. There have been conversations regarding how to get the water at the school cleaned up, possibly letting DEQ or the Oregon Drinking Water program know what's going on. The Board agreed this should be done. Director Warren asked if we can remedy this with a filter of some kind.

Director Corcoran asked about the DOT parking and where exactly it was at. Director Warren explained where exactly it was and explained it was to help with the parking of pickups and trailers during the day along with any other parking issues going on. Mrs. Reid also explained that our main manhole, where the system converges is located in that area. Mr. Alexander was having trouble checking that manhole due to people constantly parking on it. This was a way to hopefully help remedy that situation.

Director Bassett asked about the savings on electricity with the new pumps. Mrs. Reid stated she did not have the exact numbers in front of her but it looks to be roughly a \$200 savings from last month. We will

see what the savings is when the December bill comes in. The Board agreed this is a nice savings for the District.

The Board did not have any other questions regarding the Operators report.

7. Unfinished Business

a. Update on Easement from DSL – Currently in the 30-day public review phase.

Mrs. Reid explained she received an email toward the end of October letting her know it was going into the public review phase. She assumed she would have heard back from DSL by now but we have not. She will let the Board know when they contact her again.

b. Update on Community Grant Process

The grant has been submitted and is currently up for review. Director Warren stated we should have an answer toward the end of December the beginning of January.

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

Mrs. Reid let the Board know the contract had been signed and they are working on the new master plan.

8. New Business

a. Rough cost estimate for new facility.

The Board was presented with a handout from HBH with the cost of a new facility. Mrs. Reid explained this is a rough estimate that Rob Henry put together for us to submit with the grant. He estimates the overall cost will be approximately \$3,921,000. Staci added an additional 30% increase to the bottom line as a buffer. Director Warren asked if this was the cost of a new build or a rehab where line item #1 stated “Influent Pump Station Rehabilitation”. Mrs. Reid stated with the new pumps that portion of the build would be a rehab as we do not want to purchase new pumps where we just purchased new ones. The remainder of the cost is for new build. Director Warren stated the new build cost was presented around \$5,000,000.

Director Bassett asked what HBH was, Mrs. Romero explained it was the engineering company we hired to do the new Facilities Master Plan.

9. Safety

a. CSD Harassment in the Workplace Policy

The Board was presented with the CSD Harassment Policy. She explained the prior one was very old and needed to be updated to encompass sexual orientation and gender identity verbiage.

Director Bassett asked if this was based on a template Mrs. Reid received. Mrs. Reid stated she received the template from SDAO.

Motion

Director Bassett moved to approve the CSD Harassment Policy as written.

Director Warren seconded the motion carried with four ayes.

10. Unscheduled Business

Director Warren asked how Roger was doing since he has been back. Mrs. Reid stated as far as she knows he is coming in Friday, Saturday, and Sunday to run the plant and everything appears to be going ok. Mr. Alexander has mentioned that there has been little to no communication directly with Roger since his return. Mrs. Reid let the Board know the Water Operator has been in and out of the office a few times on the weekends but has not run into him yet. Director Warren mentioned he will stop in over the next couple weekends to check in with Roger and see how things are going.

Director Bassett asked if there had been any further discussion from Roger regarding his thinking Mr. Alexander had fired him. Mrs. Reid stated at this time there had not. However, she has not talked directly to Roger about it since the meeting he attended stating this.

11. Directors Comments

None

12. Next Meeting Scheduled

January 08, 2025

13. Adjournment

Board Director Warren adjourned the meeting at 7:26pm

Motion

Director Bassett moved to adjourn the meeting.

Director Pengelly 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