

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

May 14, 2025

1. Board Director Warren called the meeting to order at 7:11pm
2. Directors present were Jon Warren, Jeniffer Corcoran and Fred Basset. Candy Pengelly was absent.
Staff members present were Heidi Reid, Jennifer Romero, Jeremy Alexander and Carl Dietz.
3. Correspondence
 - a. Email to and from NHS re: PH and Chlorine tests
The Board was presented with the emails sent to NHS regarding the water tests. They read them over and agreed the initial email was well written and addressed all of the problems we are having here at the plant. Mr. Alexander let the Board know the schools water started to get better just before the letter was sent. Since the meeting with Curtis Olson, the PH and chlorine have been within the limits. We could drink the water here if we wanted to. He let the Board know they are chlorinating and treating the entire reservoir not just the output. This could explain the ebb and flow of the tests. Director Warren asked Mr. Alexander if the levels are better now. Mr. Alexander stated it was; they are well within their limits now. The plant is running much better now with the better water coming in. Director Warren suggested tabling the topic for now, Mr. Alexander will keep running the tests. If we need to discuss it at a later date we will.
4. Minutes for meeting held in March 2025
The Board was presented with the minutes from the meeting in March. They reviewed them and did not see any changes that needed to be made.

Motion

Director Basset moved to approve the minutes as written.

Director Corcoran seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for month ending 04/30/2025
The Board was presented with the invoices that were to be paid for the month of April. She let the Board know she had paid the quarterly payroll taxes; we ordered deposit slips from the bank. Mr. Alexander asked if we could print the deposits. Mrs. Reid said she had not looked into it but she would as the deposit slips were spendy. She paid the credit card bill from the purchase of the weed eater and mower. Country Media was for the posting of the Budget Committee Meeting and Jeremy

purchased supplies for maintenance at the Plant through various vendors. Everything else was normal for the month.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had \$16,934 of income for the month and a net income of \$6,347. Mrs. Reid stated there is \$38,388 in the General Fund, savings has \$6,177 and \$106,906 in the Capital Improvement fund.

The Board was presented with the Delinquent accounts. The delinquent accounts totaled \$4,888 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. Mr. Alexander asked if account #98 is the carpet guy, Mrs. Reid said it was. Director Basset asked if this is the first time he has done this. Mrs. Reid stated it was not. The people on this list typically have their taxes assessed every year. Director Basset asked if this would happen in July, Mrs. Reid said it was but we would not see any of the money until October. Mr. Alexander asked what happened with the Dory, Mrs. Romero explained Ella May had her taxes assessed and he in turn paid the taxes. He was not happy about the situation but is now keeping the bill current.

Motion

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

Director Corcoran seconded the motion carried with three ayes.

6. Operators Report for the month of March/April 2025

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

He let the Board know, in March he met with Curtis Olson, the DRC for Nestucca High School's potable water. He went over our data with him. Mr. Alexander explained to Mr. Olson the school's water is rotting our pipes and the influent we receive from them makes our wastewater processes hard to control.

Since the meeting the school's water has been very consistent and within their permitted values. Mr. Alexander stated, our digester, which is 70% school input never looked healthier. With the balanced pH we consuming very little soda ash and this is more money saved. We will continue to monitor and record our observations of the school's water issues everyday here in the lab.

He let the Board know the new mower seems adequate for our lot. It runs well and consumes a little over a gallon per meter hour.

Mr. Alexander let the Board know he will be gone in July. The 1st through 10th. He doesn't have a fill in to cover minimal duties yet, but he is working on it. He said he needs someone to at least come in and switch the blowers. Mrs. Reid asked Mr. Dietz if it was something he could do. He started he is already in Tillamook for work; he might be able to do it but he would have to wake up early to come down on his way and switch them. Director Warren stated he could do it if he was shown how to do it. The Board agreed we would get it figured out; we had some time. Mr. Alexander said they have StarLink and phones, so he is available during his absence if it is really important.

Mr. Alexander said a couple of kids from the High School mentioned to him they would like to learn about the Sanitary District work. Mrs. Reid said she would look into the program SDAO has in regards to internships. Maybe this is something we could qualify for and train a future operator.

7. Unfinished Business

a. Update re: HBH and new Facilities Master Plan

Mr. Alexander said they are still working on it and he thinks they may be done pretty soon. He let the Board know there was a discrepancy with the readings on the tertiary filter and they were looking at designing a plant much bigger than we needed. After reviewing the data, they are going by the readings from the last 24 months. He said it will be an SBR plant using our current digester and bypassing the tertiary filter. Hopefully we will have the plan in hand soon.

b. New computer was ordered and installed

Mrs. Reid let the Board know the new computer has been installed and the old one is now the Operations computer. We will be ordering a monitor and keyboard for it as it needs to be plugged in all of the time.

c. Riding lawnmower and weed eater has been purchased and delivered
This was talked about during the operator's report

8. New Business

a. None

9. Safety

a. Dangers of roll-overs of riding mowers

The Board was presented with a handout regarding roll-overs while using riding mowers. It talked about considerations while using the mowers on inclines and how to maneuver them. All of the safety gear has been purchased. Mr. Alexander said he will keep the handout on file for review again later.

10. Unscheduled Business

- a. Mr. Dietz asked about the raise that was talked about a couple of months ago. Mrs. Reid explained he would be receiving that in July after the beginning of the new fiscal year.
- b. Director Basset let the Board know he would be gone for the next two meetings. He will be traveling but if he can get service where he is he will Zoom in.
- c. Director Corcoran asked where we were with the security cameras. Mr. Alexander said he has not started that project yet.

11. Directors Comments

None

12. Next Meeting Scheduled

June 11, 2025

13. Adjournment

Board Director Warren adjourned the meeting at 7:45pm

Motion

Director Basset moved to adjourn the meeting.

Director Warren 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: _____

Board Member

Board Member

Minutes transcribed and submitted by Heidi Reid, Administrator/Bookkeeper