

## **CLOVERDALE SANITARY DISTRICT**

### **Board Meeting Minutes**

**September 09, 2026**

1. Board Director Corcoran called the meeting to order at 7:05pm
2. Directors present were Jeniffer Corcoran, Candy Pengelly and Fred Bassett.  
Staff members present were Heidi Reid, Jennifer Romero. Carl Dietz and Jeremy Alexander were absent.

3. Correspondence

- a. Letter to NVHS re: Food Cart

The Board was presented with the letter sent to NVHS regarding the Board decision on the PROSTART program. There were no questions on the letter.

4. Minutes for meeting held in August 2026

The Board was presented with the minutes from the meeting in August. They reviewed them and Director Bassett noted his last name was spelled incorrectly in a few places

The spelling errors were corrected during the meeting and resubmitted.

#### **Motion**

Director Bassett moved to approve the minutes as written.

Director Corcoran seconded the motion carried with three ayes.

5. Minutes for the special meeting held in August 2026

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

#### **Motion**

Director Bassett moved to approve the minutes as written.

Director Corcoran seconded the motion carried with three ayes.

6. Financial Review – Accounts Payable for month ending 08/31/2026

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 as always. We did the monthly CIF transfer, CivicPlus was for the website subscription. We paid the Port for sludge hauling and the Zwald check was cut but it will not be signed at this meeting as they called and the invoice was wrong. They will be sending the new invoice and we will pay it next month. The Board did not have any questions regarding the payables.

The Board was presented with the P&L and Balance Sheet. Mrs. Reid let the Board know we had \$13,799 of user fee income for the month with a total net income of \$603. She let the Board know there is \$87,148 in the General Fund, savings has \$9,803 and \$113,345 in the LGIP Capital Improvement fund.

The Board was presented with the Delinquent accounts. The total delinquent amount is \$9,661. 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. The Amato account had been paid but is not accruing new charges.

Director Bassett asked if a portion of the past due amount had been submitted to the County. Mrs. Reid stated it had so a portion of that will get paid later this year.

**Motion**

Director Bassett moved to approve and pay the invoices for the month of August.

Director Corcoran seconded the motion carried with three ayes.

7. Operators Report for the month of August 2026

Mr. Alexander was absent. The Board was presented with his operators report for August.

The plant has produced high quality effluent in the month of August without any abnormalities.

We are replacing copper tube and pipe around the property with PEX and plastics. The original plumbing has failed. We spent some money on a partial bill of materials in August and will likely spend a bit more on this project in September towards completion of the replacement.

The new gate is definitely keeping tweakers out at night. It is in autonomous operation now. It is open daily from 4AM to 8:30PM. Law enforcement, EMS and the Tillamook PUD have 24 hour access as well as the employees of the CSD and CWD. The Price farm has access during open hours only.

Jeremy has weekly interruptions with the twins colleges. Carl has been filling those labor voids.

The Board did not have any questions regarding the operator's report.

8. Unfinished Business

a. Update on Income Survey

Mrs. Reid let the Board know the USDA approved the outline today. Business Oregon would like the way the number of responses that are required to be changed from a “calculator” to a specific table along with some minor verbiage. Those changes are getting made and resubmitted. Hopefully we will have an answer for approval early next week and be on our way with the survey by the end of the month.

Director Bassett asked how we were going to advertise or let our customers know they need to take the survey or that it is even out there for them to take. Mrs. Reid explained RCAC will be sending out letters, we will be posting on our webpage, flyers will be hung around town and we will make a note of it on our billing. This will help people to know it is out there and they need to do the survey. We are hoping with this information being out there we will get 90% of the responses in the first round of letters. We were also approved to give a \$5 credit for those who complete the survey, hopefully this will be good incentive to do the survey.

b. Loan information from Business Oregon

No new updates

c. Update on HBH Planning & Construction

Mrs. Reid let the Board know she has a meeting with Rob Henry at HBH tomorrow to go over the next steps of the process.

9. New Business

a. None

10. Safety

a. Back to School Safety

The Board was presented with a handout regarding back to school safety and tips. There was a short discussion regarding slowing down in school zones, watching for kids in school zones and walking down the street. They also discussed distracted driving.

11. Unscheduled Business

a. Director Corcoran asked if Mrs. Reid had found out any more about the web service. Mrs. Reid explained they are honoring our current contract but next year it will go up to \$1,500 for the year. Director Bassett asked why it had gone up so much. Mrs. Reid explained the company we were going through sold out to a different company and this is what they are charging. A lot of the charges stem from ADA compliance and cyber security. Mrs. Reid let the Board know she is going to look into other companies and see if they have the required compliance we need on our page.

12. Adjournment

Board Director Corcoran adjourned the meeting at 7:34pm

**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:\_\_\_\_\_

---

Board Member

---

Board Member

---

Minutes transcribed and submitted by Heidi Reid, Administrator