

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
May 13, 2024

1. Board Member C. Alexander called the meeting to order at 7:15pm
2. Directors present were Crissa Alexander, Jeremy Alexander, Maile Samek and Jon Warren.
Staff members present were Heidi Reid, and Larry Chitwood. Jennifer Romero was absent.
3. Minutes for meeting held in March 2024
The Board was presented with the minutes from the meeting in March 2024. They read them over and did not see any changes.

Motion

Director Samek moved to approve the minutes as written.
Director C. Alexander seconded the motion carried with four ayes.

4. Correspondence:
 - a. None
5. Financial Review – Accounts Payable for Month Ending 04/30/2024
 - a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of April. She let the Board know everything was normal for the month. Mr. Chitwood ordered supplies from USA Bluebook and OHA was our annual fee to them. There were no questions regarding the accounts payable.

Motion

Director J. Alexander moved to approve and pay the invoices for April 2024.
Director Samek seconded the motion carried with four ayes.

- b. The Board was presented with the P&L for the month of April. Mrs. Reid stated that we had a net income of \$926. She stated the revenues are down a bit but she believes this is due to the \$3,700 of overpayments we have. The balance sheet shows \$234,834 in the LGIP fund and the operating fund has \$61,537. There were no questions regarding these reports.
- c. There three delinquent accounts for the month in the sum of \$369.89. She let the Board know Falconer and Morgan will have letters sent out on or about the 15th Streeter is currently locked off because he is no longer attached to our water system. Mrs. Reid asked Mr. Chitwood if he had removed that meter yet. He stated he hadn't, but if Mrs. Reid was ready to have him do that, he can do it any time. He said he talked to the state regulators and they told him to pull the meter.

They didn't answer as to whether we could recharge a SDC fee or not if someone wanted to reconnect to the system. Mr. Chitwood stated he was pretty sure we could recharge for the SDC, where we have to reinstall a meter and begin service again. He stated he would get the meter pulled as soon as he can. Mr. Reid stated the balance will remain on the account until it is paid.

6. Operators Report for the Month of April 2024

Mr. Chitwood let the Board know everything went good at the plant there are no issues at this time.

Mr. Chitwood let the Board know he received an estimate to have some work done on the pump house and storage room. It needs some foundation work done, siding replaced and repainted. The foundation work is to fix some of the post and beams that are rotting. He let the Board know the estimate came in at \$8,300. Director J. Alexander asked if they were going to replace the post and beam or if they were going to do a stem wall. Mr. Chitwood stated it was just to replace the post and beams that are rotten, it will be replaced with pressure treated wood. Director Samek asked if there was a way to replace the entrance or accessibility to the storage room to make it easier to get the soda ash into the building. Mr. Chitwood stated it was fine for now, the Board would like to do a tour of the plant again. That will be scheduled for a following board meeting.

Mr. Chitwood also let the Board know it was time to clean the reservoir tank inside and out. The company he contacted, from Washington, does the inside and the outside of the tank but they would like more than just one job when they come over due to the distance they have to come to do it. Mrs. Reid mentioned Beaver and Hebo may need their tanks cleaned and inspected also. He said the company they used before is familiar with our system, it might be better to hire them again and just have a local contractor come pressure wash the tank. Mr. Chitwood stated in order for him to clean the reservoir we would need a manlift and safety equipment. It would be easier and safer if we hired out to have it done. He is going to research the options and let the Board know what he comes up with.

Director J. Alexander asked if there were any updates on automated meter reading. Mr. Chitwood stated he has not heard back from the company that they have updated their equipment or software to windows 11. Director J. Alexander mentioned he thought it was the RVS software that was the problem. Mrs. Reid state it wasn't the software for the billing but the software for the computer, they are only running windows 10 and everything is upgraded to windows 11. He asked if there was an alternative company to go with and Mr. Chitwood stated there was but we choose the company we did because it gave the capability to still manually read the meters and we had to subscribe to a monthly fee to

get our data. Mr. Chitwood said he would check in with the company and see where they are at with the upgrade.

Mr. Chitwood let the Board know we did have one applicant for the part-time position, Roger Jesinghaus. He let the Board know he is a bit leery of hiring him due to all of his other commitments. Director Alexander stated that if you task him, he seems to do the job, but he needs to be given a task and supervised. Mr. Chitwood stated he doesn't have a lot of time to supervise and he is afraid he might not do a great job for the District where he is being pulled in many directions. Director J. Alexander said he gets the lab work done, Director C. Alexander mentioned maybe try tasking him and see how he does. Mr. Chitwood stated he had been talking with Mrs. Reid and the thought is to add hours to the Operator Assistant position, pulling hours from the Operators position to make the Assistant position more of a full-time job. With Mr. Chitwood working full time in Beaver, he needs less hours in Cloverdale, he would stay on as the DRC but the majority of the work would be done by the assistant under his direction. The Board discussed this option and agreed it may be a way to get someone into the position and make it more marketable. Director Samek asked how many hours it would be, Mrs. Reid said Mr. Chitwood typically works between 50 and 60 hours a month. We could take half or $\frac{3}{4}$ of his hours and move them to the other position making the Assistant position more of a full-time job. Mr. Chitwood would be overseeing and tasking along with helping with maintenance and repairs but he would not be doing the majority of the work. Mr. Chitwood stated the hopes with more hours would be to get a better pool of applicants. Its hard to get someone to come work for 15 hours a week. Director C. Alexander asked if it was an every day job, Mr. Chitwood stated it was because readings have to be taken every day and daily maintenance. It was agreed we would shift hours and create a pay range, advertise for a more full-time position and see if we can get a better pool of applicants. Mrs. Reid will begin advertising for the position as soon as she can.

7. Old business

- a. Streamline website & on-line bill pay info, \$280 set up, \$70 monthly, \$870 per year

Mrs. Reid asked the Board if they had spoken to the other company they were talking about at the last meeting. Director J. Alexander said he spoke with ADP but they are an all-inclusive company for administration, its not a pick and choose company. The Board discussed the advantages of on-line bill pay. Mrs. Reid explained the fee for the bill pay would be passed on to the customer so there wouldn't be a lot of extra fees to the District. Director J. Alexander asked if we would go to paperless billing. Mrs. Reid said she doesn't think that is a feature of the on-line bill pay system. The other Board members stated it is good to send out bills in the mail and we should remain doing that regardless. The Board agreed they would like to

move forward with a website and on-line bill pay and stay up with technology.

Motion

Director Samek moved to approve the set up of a website and on-line bill pay through Streamline.

Director Warren seconded the motion carried with four ayes.

Mrs. Reid let the Board know we need a mission, vision, values statement. She asked the Board to please brainstorm this and send her their ideas, with that she would put something together and present it at the next meeting.

8. New Business

a. County Meeting Info

Director C. Alexander asked if this was the meeting the Commissioners met last week regarding small districts. Mrs. Reid stated it was to go over the struggles the various districts are having with employees, project funding and lack of equipment. She let the Board know Mr. Chitwood attended the meeting. Mr. Chitwood let the Board know most of the conversation was based around Beaver and Hebo and the problems they have had and are having. He explained it was set up and ran by Doug Olson. He said they are simply trying to make examples; they are worried about the districts failing. If one district is to fail the County has the responsibility of making sure it keeps going and they have to take it over. They are not prepared to take on a task like that. He said it sounds like they are pushing for the districts to merge into one large district, however this was not received well. It is logistical and a lot of work would need to go into something like that. The Board agreed this would be a tough way to go, without the systems being connected it would make it hard. Mrs. Reid informed the board, when she spoke with Doug, he made it sound more like he wanted to figure out a way for the District to do IGA's for the sharing of employees, equipment and so on. If a district was struggling another district could step in and help under the direction of the IGA. She said it sounds like that may not be what was discussed at the initial meeting. Mr. Chitwood let the board know there would be another meeting scheduled and if they wanted to attend they could.

- b. Possibility of reducing Operators hours & increasing Assistant Operators hours to create a more full-time position
This was discussed during the operator's report.

9. Safety Topic

a. OSHA-NIOSH Heat Related Info

The Board was presented with a handout regarding heat related illness. They discussed the symptoms of heat related illness,

preventing workers from the illness and what to do in case of the onset of heat related illnesses.

10. Unscheduled Business

- a. Mrs. Reid let the Board know she can no longer access the credit card account. When the account was set up, they only used the cell phone number as a confirmation for the account. When she called to have it changed the only person who can change the information is Leroy Shephard, as he is the Administrator on the account. Mrs. Reid explained we need to remove him as the administrator and add a new administrator. At this time Leroy Shephard is the only person who can make changes to the account. The Board discussed who to add as administrators on the account to make the necessary changes. Director Samek suggested Mrs. Reid and Director C. Alexander be added to the account as administrators so either individual can make the necessary changes. Director C. Alexander also mentioned, any prior board members need to be removed from the account.

Motion

Director Warren moved to remove Leroy Shephard and any other prior board members from the credit card account and add Heidi Reid and Crissa Alexander to the credit card account as administrators.

Director J. Alexander seconded the motion carried with four ayes.

11. For the Good of the Order

Next meeting is set for June 10, 2024

12. Adjourn

Director C. Alexander adjourned the meeting at 7:56 pm

Motion

Director Samek moved to adjourn the meeting.

Director Warren 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

Date

Date

Minutes transcribed and submitted by Heidi Reid, Office Administrator