

**CLOVERDALE WATER DISTRICT**  
**Board Meeting Minutes**  
**September 09, 2024**

1. Board Chairman C. Alexander called the meeting to order at 7:10pm
2. Directors present were Crissa Alexander, Jeremy Alexander, Maile Samek and Jon Waren.  
Staff members present were Heidi Reid, Alicia Olson, and Jennifer Romero.  
Larry Chitwood was absent.
3. Minutes for meeting held in August 2024  
The Board was presented with the minutes from the meeting in August 2024. They read them over and did not see any changes.

**Motion**

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

4. Correspondence:
  - a. None
5. Financial Review – Accounts Payable for Month Ending 08/31/2024
  - a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of August. She let the Board know the payables were minimal for the month. RVS was for billing supplies, TCC was chemicals, Waterlab was normal testing. Everything was normal for the month, there was nothing out of the ordinary.

**Motion**

Director J. Alexander moved to approve and pay the invoices for August 2024.

Director Warren seconded the motion carried with four ayes.

- b. The Board was presented with the P&L and Balance sheet for the month of August. Mrs. Reid stated that we had a net loss of \$2,319, we still have \$4,030 of prepaid accounts. The Balance sheet shows \$229,105 in the LGIP Fund, \$4,351 in the GF Savings and \$64,063 in the General Fund.  
The there were no questions regarding these reports.
- c. There was one delinquent accounts for the month in the sum of \$206.91. Mrs. Reid said she will be sending delinquent notices out on or about the 15th.

Director C. Alexander asked how the online payments were going.  
Mrs. Reid stated it was a little clunky at first, working through the

best way to capture and record the payments. She has a system down now that seems to be working to make it go a little quicker. We are getting payments in online and it seems to be working good at this point. Director J. Alexander asked if this is the right service, Mrs. Reid stated it is, it just took some getting used to. He asked if this is actually direct deposit or if we have to do something to transfer the funds to the bank. Mrs. Reid stated it is direct deposited, we don't have anything to do with the funds other than record the payments and enter them into the system once they are made.

6. Operators Report for the Month of July 2024

Mr. Chitwood was absent so Director J. Alexander read his operators report out loud. Mr. Chitwood stated in his operator's report:

The plant is running good and everything seems to be going fine for operations. In August we ran 450,070 gallons of water through the plant with no leaks or surprises along the way.

**Training:**

Alicia passed her test and now holds the Small Water System Certification. This will allow her the ability to become DRC and manage operations if needed. She has been picking things up fast and I am comfortable leaving for my vacation knowing she can handle things.

**Meters:**

I understand that their software is not compatible with Windows 11 at this time.

**Construction Project:**

The work is done and all looks good. There was one more sheet of 4x8 siding that needed to be changed then originally thought. This increased the total amount slightly.

Thank You,  
Larry Chitwood

The Board congratulated Mrs. Olson for passing her test and encouraged her to keep working with Mr. Chitwood and eventually become the DRC for the District.

Mrs. Olson informed the Board the extra supplies for the maintenance was due to her power washing the pump house, the pressure from the power washer went through the wall. The Board agreed this definitely needed to be fixed. She let the Board know the other building needs painted and she is going to try to get that done before the weather turns bad.

Director Samek mentioned the Board had talked about touring the plant. Director C. Alexander stated we needed to schedule that before one of the meetings coming up. We could possibly change the start of the meeting until 6:00pm the evening of the tour.

7. Old business

a. None

8. New Business

a. Jeremy and Alicia attended SWS course in Seaside.

Director J. Alexander stated he did not make the course as he had things come up at the other district. Mrs. Olsen stated she went with Mr. Chitwood. Director J. Alexander said he will be going to the one in November in Grande Ronde.

b. Possible Grant Funds from the Nestucca Watershed Council

Director Warren let the Board know the NWC was offered a grant through the EPA for the Infrastructure Act. This grant could be up to \$10M, he stated all of the money has to go to the community for improvements. He stated they are going to try to get this grant and include the water infrastructure to the Elementary School. He stated the Watershed Council is going to be the holder of the grant, they would like to replace the Sanitary plant and do the improvements to the Water District. He does not know all the logistics of the grant at this point but is working on getting all of the additional info. Director J. Alexander asked if the grant writer needed hard bids for the projects. Director Warren stated they needed “something”; they have to have some kind of preliminary numbers. Director J. Alexander stated “no engineer is going to put out any kind of effort without a guarantee that they are going to actually get the job”. Director Warren asked what we needed to do to get some information on the cost of the infrastructure to the school. It was stated someone from the school needs to step up and take on the process of getting bids or something for the infrastructure for the project and submit it to the NWC. Director Warren stated Kelly McMellon is part of the Board and she is going to be the point of contact with the school. Director Samek mentioned easements would have to be purchased with the infrastructure also. This is all something that would be dealt with during the building of the infrastructure. Director C. Alexander asked if there was an outline of the stipulations for the grant. Director Warren stated there was and he’s in the process of getting all of that information, they should have it by the end of the week. She also asked if they had a grant writer. Director Warren stated they do and they have written dozens of Federal grants. He stated what they need is hard numbers, Director J. Alexander said it was going to be near impossible to get those without some kind of guarantee. The Board agreed the District would sell the school water if they install the infrastructure. Director Samek stated, as far as the water system she would like to see the well fixed so it can be used on a regular basis, possibly replace the reservoir, and add additional main lines for additional customers and our meters. Director Warren asked her to please write them up, she stated she would. Director J. Alexander

asked Director Warren what his ideas were for the Water District. He stated at this time he did not have any and that is why he is coming to the Board to find out what their ideas are. Director C. Alexander asked where the funding would be coming from. Director Warren stated it was from the EPA, Director Samek asked if there were any ties to it. Director Warren stated he did not know at this time. Director J. Alexander stated there are always ties to the EPA grants. The Board agreed to provide water to the school if they put in the infrastructure and table the discussion until further information could be gained.

9. Safety Topic

a. OSHA Fire Safety

The Board was presented with a handout from OSHA regarding fire Safety. They reviewed the handout and discussed if the office has a fire extinguisher. Mrs. Reid stated we have an extinguisher in the lab. It talked about emergency plans, prevention plans and evacuation.

10. Unscheduled Business

a. Mrs. Reid let the Board know she would not be at the meeting next month. The Board discussed canceling the meeting, a decision will be made at a later date.

11. For the Good of the Order

Next meeting is set for October 14, 2024

12. Adjourn

Director C. Alexander adjourned the meeting at 7:40 pm

**Motion**

Director J. Alexander 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minutes transcribed and submitted by Heidi Reid, Office Administrator