

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
January 08, 2024

1. Board Member C. Alexander called the meeting to order at 7:09pm
2. Directors present were Crissa Alexander, Jeremy Alexander, Maile Samek and Jon Warren.
Staff members present were Heidi Reid, Jennifer Romero, Larry Chitwood and Angela McMillen.
3. Minutes for meeting held in November 2023
The Board was presented with the minutes from the meeting in November 2023. 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. Letter from acct# 96 re: reduction of bill due to leak
The Board was presented with a letter from Matthew Jones who is renting Mike Streeters house. It stated he had a leak; his bill was \$184.45 and he is asking for a reduction of the bill due to the leak. The Board agreed the letter was probably form written. Mrs. Reid explained the house has had prior leaks where the bill had been reduced those times also.

Mr. Chitwood let the Board know, when he talked to Matthew about shutting the water off, he was understanding because it was draining the system. Director J. Alexander asked where it was leaking from, Mr. Chitwood said it was bubbling up out of the ground on their main line going to the house. He said that line is only a few inches deep in some places, exposed in a few places and a tree fell on it and broke it. The leak doubled the production at the plant. The Board agreed that was a lot of water. At this time, we do not know if the leak or the line was fixed at all. Mrs. Reid let the Board know Matthew Jones informed her that the water is currently locked off and they have begun getting water from the Price Dairy spring. They are no longer utilizing the water from the District. Mr. Chitwood stated, in doing this he violated laws regarding backflow as per ORS. If the spring causes an uptick in pressure, it could force water back into our system if our system was turned on. They need to install a backflow valve to prevent this from happening.

Director Samek asked who the owner of the property is. Ms. McMillen stated it was Mike Streeter, he owns both properties. She clarified that it was the renter asking for forgiveness. She said it was an act of

God so the Board should forgive part of it. Director C. Alexander suggested sending him a letter suggesting to have the owner pay the bill and Streeter can send the letter for forgiveness or give him a call and explain it. Director J. Alexander asked Mrs. Reid how comfortable she was talking to him on the phone. Mrs. Reid stated she was fine talking to him, she would recommend relieving a portion of it, sending him a letter letting him know there has been problems in the past with the line so the owner needs to get it fixed as the Board will not do this again. On the flip side of that, Mike Streeter needs to be sent a letter letting him know that he needs to reconnect to the town water or his meter will be removed and SDC fees will have to be paid again to connect to the system in the future.

Motion

Director Warren moved reduce half of the bill and send them a letter stating they need a backflow valve installed, connection needs to be made or the meter will be removed.

Director Samek seconded the motion carried with four ayes.

5. Financial Review – Accounts Payable for Month Ending 12/31/2023

- a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of December. She let the Board know everything was normal for the month except Country Media, this was advertising for the part-time position and the check to Mrs. Reid was for the payroll program. Mrs. Reid let the Board know the payroll program and the QB program doubled in cost this year. Mrs. Reid let the Board know the payroll program licensing is owned by her and she splits it between the Districts. If she did not do this each District would be paying over \$800 per year for that program. Director J. Alexander asked if she was violating the software licensing by doing that. Mrs. Reid stated she was not as it is an accountant's program that allows up to 50 companies on one license.

Motion

Director J. Alexander moved to approve and pay the invoices for December 2023.

Director Samek seconded the motion carried with four ayes.

- b. The Board was presented with the P&L for the month of December. Mrs. Reid stated that everything looked good for the month we had a net income of \$8,090.82. The balance sheet was reviewed and there were no questions regarding these reports.
- c. There was only one delinquent account for the month in the sum of \$217.

6. Operators Report for the Month of December 2023

Mr. Chitwood let the Board know everything went good at the plant. It was running well and there is no need for urgent repairs at this time.

Mr. Chitwood introduced Angela McMillen as the new part-time operator.

Mr. Chitwood explained early in December he repaired another leak in the vault, this was another copper line that had deteriorated over time and started to leak near the fitting. This time he replaced it with a poly/plastic ling and a Shark Bite fitting and it has been holding up great. From now on he will use this method instead of rebuilding the copper lines as they rupture.

This was discussed earlier in the meeting but on the 10th he went out looking for a leak after noticing the water demand had risen drastically. He found the meter at an address in town was running extremely fast, at that time there had been over 6,000 cubic feet of water used since the last reading, after talking with the occupant of the home he decided to shut off the water until the leak was fixed to mitigate any further loss associated with the leak.

Mr. Chitwood stated was contacted by an individual who purchased property on Mill Road, the property is currently served by the Gann Cooperative water system and due to issues with water quality they would like to connect to our water system. In order to provide them water he will need to get an easement to run his personal water line across his neighbor's property. He had mentioned that his neighbor may wish to connect as well creating an opportunity to connect multiple new customers. Mr. Chitwood said he will be meeting with the property owner later this month to go over this further. If it is beneficial to the District to run a small extension from our mainline closer to these properties, he will need to have the plans engineered which can be expensive but there are grants available for this exact thing if the water quality is proven to be unhealthy. Director Samek asked which house wanted the water connection, Mr. Chitwood stated it was by Emmerson's property, it was two lots purchased, one has a house on it and the other "shack" will be torn down. Director Samek stated that was quite a distance. Mr. Chitwood said if he puts a meter in on the closest line it would be a 200-to-300-foot run of line. He mentioned that Emmerson might want to connect also, if we can pick up two to three new connections it may be worth it to extend the current water line. Director Samek asked if we would put the line extension across the street. Mr. Chitwood stated it would be run across the street but he has to get an easement to put his line across his neighbor's property. Mr. Chitwood is supposed to meet with him on the 11th and will have more information at the next meeting.

Director Samek asked what our normal was for the gallons produced for the month. Mr. Chitwood stated we were in there for the normal reading for the month. We would be a little lower but we had that big leak.

Normally we are about 44,000 less due to the leak. The Board agreed this was a large leak.

7. Old business

a. Discussion re: Merging Districts

Mrs. Reid let the Board know the Cloverdale Sanitary District is putting the merge on hold until they can work out grants and funding for the plant update. The Board agreed this was a good idea and we would discuss it further down the road.

8. New Business

a. Acct# 96 – Meter Locked, moved water source to Price Dairy spring.

This was discussed during the Correspondence and Operators report

b. Updates to LGIP Account

Mrs. Reid let the Board know she had logged on to the account and found Rose Wharton and Leroy Shephard were still on the account. We need to remove them and add Director C. Alexander and Director Samek. Mrs. Romero has the forms for them to complete so we can get these changes made.

9. Unscheduled Business

None

10. For the Good of the Order

Next meeting is set for February 12, 2024

11. Adjourn

Director C. Alexander adjourned the meeting at 7:35 pm

Motion

Director J. Alexander moved to adjourn the meeting.

Director Samek seconded the motion carried with four eyes.

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