

**CLOVERDALE WATER DISTRICT**  
**Board Meeting Minutes**  
**March 11, 2024**

1. Board Member C. Alexander called the meeting to order at 7:36pm
2. Directors present were Crissa Alexander, Jeremy Alexander, and Maile Samek.  
Staff members present were Heidi Reid and Larry Chitwood. Jon Warren and Jennifer Romero were absent.
3. Minutes for meeting held in February 2024  
The Board was presented with the minutes from the meeting in February 2024. They read them over and did not see any changes.

**Motion**

Director Samek moved to approve the minutes as written.

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

4. Correspondence:
  - a. None
5. Financial Review – Accounts Payable for Month Ending 02/29/2024
  - a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of February. She let the Board know everything was normal for the month, RVS was for billing supplies and Quill was for billing supplies.

**Motion**

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

Director Samek seconded the motion carried with three ayes.

- b. The Board was presented with the P&L for the month of February. Mrs. Reid stated that we had a net loss of \$429, she believes this is due to the amount of prepays we have. The balance sheet was reviewed and there were no questions regarding these reports.
  - c. There two delinquent accounts for the month in the sum of \$164.45.  
Director Samek asked if we had any updates on the Streeter account. Mrs. Reid said she had it for discussion later in the meeting.
6. Operators Report for the Month of February 2023  
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 had let Angela go due to her employment not working out. He explained we let her go without cause during her trial period with the District.

He let the Board know he had talked to Jennifer about doing daily readings until we could find a new assistant Operator. Director J. Alexander stated she wouldn't be doing meter readings. Mr. Chitwood stated it was just the daily readings to allow him to get a day off. He stated it would be for just a couple days a week. Director J. Alexander ask what her compensation would be. Mr. Chitwood stated it would be for at least an hour but wanted the Boards thoughts on that. The Board agreed it should probably be a two-hour call in. Directors J. Alexander and Samek asked what the wage was going to be for that time. It was explained the starting wage for the part time Operator was \$20 per hour. Jennifer is already an employee for the District so it would be assumed she would get her current wage for the couple of hours to make things easier. The board wanted to make sure they were paying her fairly for her time. Director J. Alexander stated this is a new position and she needed to b paid at the starting wage. The other board members though she should remain at her current wage with the District where it was not a permanent position for her. Director J. Alexander also mentioned she should be certified. Director Samek stated she believed she needed to get paid at the higher wage where she is already an employee of the District. Director C. Alexander agreed with this. The Board agreed Mr. Chitwood needs some relief. The Board asked if we were still going to post the position and hire someone else. Mrs. Reid explained the thought behind having Jennifer help would be to give Mr. Chitwood some relief until we could get the job posted and filled. The Board further discussed the possibility of hiring someone instead of utilizing Jennifer as a backup. It was the consensus of the board to not utilize Jennifer as a backup. Mrs. Reid will put the add in the paper and repost on the Oregon Jobs. At this time, it was decided Jennifer would not help Mr. Chitwood unless she would take the small systems water course. Mr. Chitwood would talk to Jennifer about taking the course and she what she decides to do.

Mr. Chitwood let the Board know he talked to Liquid Vision about receiving a quote for tank cleaning. It has been about five years since out last cleaning. He will hopefully have a quote at the next meeting.

## 7. Old business

### a. Call from Streeters Renter for account #96

Mrs. Reid let the Board know the renter had called to inform her he was not paying any more bills from the Water District. They had disconnected from our water system and connected to Price Dairy spring. Mrs. Reid let him know we would pull the meter and if they wanted to go back on the municipal system, they would have to pay a new SDC fee to connect. He stated Mike knew that and they were not going to reconnect to the Water District system. The Board asked if

the water was still locked off and if there were any backflow issues. Mr. Chitwood stated they were locked off and there were no backflow issues at this time. He was going to call the regulator and make them aware of the situation and see what their recommendations were and go from there.

## 8. New Business

### a. Streamline website & on-line bill pay info

Mrs. Reid let the Board know she had a meeting with Streamline to go over functionality of a website and their on-line bill pay system. The on-line bill pay system is roughly 3.5% but that can be paid by the customer as a convenience fee. Having a website would allow more transparency for the District to the customers. She explained it was \$70 per month with a \$250 set up fee. They design the site and make sure it is ADA compliant and functions like it should. We populate the site and they will help if we have any problems. Director J. Alexander asked if that included services if someone walked in or called with a card. Mrs. Reid said we would have to plug in the card number. Mrs. Reid said it seems to be user friendly and she would like to try it and see how it goes. The Board agrees it is a good idea and we should try it. Director J. Alexander asked about a different company that may be able to do on-line bill pay, ADP. Director C. Alexander said she didn't think they did that but she could ask. They typically just do HR functionality for businesses. Director J. Alexander asked if they could do a bundle service where they did the on-line bill pay, payroll, billing and the HR services the District might need. Director C. Alexander said she would make an inquiry and the Board would discuss it further at the next meeting. Streamline has been tabled until the next meeting.

### b. Employee Evaluations

The Board received the evaluations in their email but did not get them done. They said they will get them done for discussion at the next meeting. The Board thanked the employees for doing a good job.

### c. Employee pay increases for next FY budget

Director Samek said she thought the Board should do the normal cost of living increase. Director J. Alexander stated it was \$1. Director Samek agreed the Board should do this again. There was a short discussion regarding employee raises.

### **Motion**

Director Samek moved to approve a \$1 increase per hour per employee effective July 1, 2024.

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

- d. Heidi out of office 3/24 – 3/28  
Mrs. Reid let the Board know she would be celebrating her 50<sup>th</sup> birthday and would be out of the office for that week.
- e. Proposed board training date – Saturday April 6<sup>th</sup>  
Mrs. Reid let the Board know the board training has been proposed for April 6<sup>th</sup>. We are waiting on confirmation from the Fire District and once it has been confirmed she will send out an email.
- f. Cancellation of district cell phone  
Mrs. Reid explained to the Board that without an Assistant Operator the cell phone is no longer needed. She recommended cancelling the policy where we are not using the phone. The Board agreed to cancel.

9. Safety Topic

- a. Meeting minutes for February 2024  
The Board reviewed the Safety meeting minutes from February.

**Motion**

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

- b. OSHA Safe Winter Driving  
The board was presented with a handout from OSHA regarding safe winter driving. There was a short discussion regarding preparation, how to drive in the snow and protection.

10. Unscheduled Business

None

11. For the Good of the Order

Next meeting is set for April 08, 2024

12. Adjourn

Director C. Alexander adjourned the meeting at 8:35 pm

**Motion**

Director J. Alexander moved to adjourn the meeting.

Director Samek 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