

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
August 12, 2024

1. Board Chairman C. Alexander called the meeting to order at 7:00pm
2. Directors present were Crissa Alexander, Jeremy Alexander, and Jon Waren. Maile Samek was absent.
Staff members present were Heidi Reid, Alicia Olson, and Jennifer Romero.
Larry Chitwood was absent.
3. Minutes for meeting held in July 2024
The Board was presented with the minutes from the meeting in July 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 three ayes.

4. Correspondence:
 - a. None
5. Financial Review – Accounts Payable for Month Ending 07/31/2024
 - a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of July. She let the Board know payroll taxes had been paid for the quarter. The invoice for American Backflow was the new company doing the backflow testing now. Nonda Zwald has retired, they are roughly \$150 more than Nonda was. We have invoiced the school for the testing. Country Media was for the budget postings and Waterlab was high due to additional testing that needed to be done. All other invoices were normal for the month.

Motion

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

Director Warren seconded the motion carried with three ayes.

- b. The Board was presented with the P&L and Balance sheet for the month of July. Mrs. Reid stated that we had a net loss of \$3,138, this was due to income being down and \$4,165 of prepaid accounts. The Balance sheet shows \$229,105 in the LGIP Fund, \$4,342 in the GF Savings and \$65,544 in the General Fund.
The there were no questions regarding these reports.
- c. There were three delinquent accounts for the month in the sum of \$340.25. Mrs. Reid said she will be sending delinquent notices out on or about the 15th.

6. Operators Report for the Month of July 2024

There was not a report this month as the Operator was absent.

7. Old business

- a. Website is live and customers are using the online bill pay system
Mrs. Reid let the Board know the website is up and functioning as it should. Director C. Alexander asked if people were using the online bill pay and Mrs. Reid said they are, Mrs. Olson said she had used it. She also asked if there was a reoccurring payment feature. Mrs. Reid explained she did not know as she is not a customer and has not used the feature to see exactly how it works. Mrs. Olson said she did not see an option for auto pay.

8. New Business

- a. Basinger's account overage: Possible relief of bill. Last billing was \$490.01 – They paid it
Mrs. Reid explained to the Board this account had a large leak. Once they were notified of it they were able to get it fixed quickly. Mr. Chitwood has spoken to Georga and let her know she could send a letter to the Board asking for forgiveness on the overage however, he did not think she quite understood what he was telling her. Mrs. Reid stated the leak had been fixed as quickly as possible and even though Georga did not send a letter she is requesting the Board relieve a portion of the overage. Director J. Alexander said the Henson's paid for the plumber to fix the leak. He asked if the water bill was paid by Georga or someone else. Mrs. Romero stated it was paid by a check from the Basinger's. Director C. Alexander said the Board should give her a credit for part of it. Director Warren asked if we could give her an over time credit. Mrs. Reid said we could and eventually the credit would run out.

Director Warren motioned to give the Basinger account a credit for the overage less the average monthly fee.

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

9. Safety Topic

- a. Preventing Staff Injuries at Work
The Board was presented with a handout regarding preventing staff injuries at work. The handout went over overexertion, slipping/tripping, falling from heights, falling objects along with various other topics. The Board reviewed the handout and did not have any questions regarding the handout.

10. Unscheduled Business

None

11. For the Good of the Order

Next meeting is set for September 09, 2024

12. Adjourn

Director C. Alexander adjourned the meeting at 7:15 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