

**CLOVERDALE WATER DISTRICT**  
**Board Meeting Minutes**  
**February 12, 2024**

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

4. Correspondence:
  - a. None
5. Financial Review – Accounts Payable for Month Ending 01/31/2024
  - a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of January. She let the Board know everything was normal for the month except SDAO, this was for the District Comp and Liability insurance. She also let the Board know she had made the annual transfer from the General Fund into the Capital Improvement fund, Oregon Association of Water was dues. Everything else was normal for the month.

Director Samek asked if the \$3,602 was an annual payment. Mrs. Reid stated it was.

**Motion**

Director Warren moved to approve and pay the invoices for January 2024.

Director Samek seconded the motion carried with four ayes.

- b. The Board was presented with the P&L for the month of January. Mrs. Reid stated that we had a net loss of \$2,799, this was due to the insurance having to be paid. 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 \$276.72.

6. Operators Report for the Month of January 2023

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

Mr. Chitwood stated he had spoken with the two homeowners that wanted water service on Mill Road. He stated there is no way to access one of the properties without going through his neighbor's yard. Mr. Chitwood let the homeowner know he would install a meter but he would have to pay the SDC fees and get an easement from the neighbor prior to any installation. Director Samek asked who the neighbor was, it is RJ Coleman. The line can be run right up Colemans property line.

Mr. Chitwood let the Board know PUD will be logging next to the District property. He is going to have them take the eight or nine trees down that are currently on the District property. This will alleviate any blowdown in the future due to unprotected trees.

Director C. Alexander asked how things were going with Angela. Mr. Chitwood explained she had not been at work for the last week due to having COVID. She is supposed to be getting a doctors note to return to work.

7. Old business

a. Letter to Mike Streeter Acct: 90 & 96

Mrs. Reid presented the Board with the letter she sent to Mike Streeter regarding removing his homes from the municipal water source. The letter stated his meters would be removed if he did not reconnect to the system, once this happens new SDC fees would have to be paid. The Board agreed the letter was well written and the meters should be removed if he is not connected and does not want to install a backflow device. Mrs. Reid said she had not heard back from him at this point. Mrs. Romero stated he is out of town and won't be back until later this summer. The Board agreed to wait until he gets back into town and see what he says about it. According to Mr. Chitwood the houses are locked off.

8. New Business

a. Stop a separate safety meeting and incorporate a safety topic into the regular meeting

Mrs. Reid explained that we do not have to officially have a safety meeting because we do not have enough employees to require it. It would eliminate an additional "meeting" specifically for safety if we simply added a safety topic to the regular board meeting. The Board agreed this was a good idea.

**Motion**

Director Warren moved to discontinue the safety meeting and incorporate a safety topic into the regular board meeting.

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

9. Unscheduled Business

- a. Mrs. Reid let the Board know she attended the SDAO Conference. They are recommending all board members take a board training session. The Government Ethics Commission is beginning to require the training. She is working with the Fire Chief to schedule training, on a Saturday, at the firehall sometime in April or May, it could be later. This will be a combined training for all the local Districts. The board agreed this was a good idea and they would attend.

10. For the Good of the Order

Next meeting is set for March 11, 2024

11. Adjourn

Director C. Alexander adjourned the meeting at 7:16 pm

**Motion**

Director J. Alexander 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