

**CLOVERDALE WATER DISTRICT**  
**Board Meeting Minutes**  
**June 10, 2024**

1. Board Member C. Alexander called the meeting to order at 7:05pm
2. Directors present were Crissa Alexander, Jeremy Alexander, and Maile Samek. Jon Warren was absent.  
Staff members present were Heidi Reid, Jennifer Romero, and Larry Chitwood.  
Guests present were Larry Abernathy and John Emmerson.
3. Minutes for meeting held in May 2024  
The Board was presented with the minutes from the meeting in May 2024. They read them over and did not see any changes.

**Motion**

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

4. Correspondence:
  - a. John Emmerson and Larry Abernathy were present at the meeting. Mr. Abernathy let the Board know he owns four lots on Misty Drive that he would like to get city water services to. He lives next to Mr. Emmerson; they are both on spring water. They have spoken to Mr. Chitwood who gave them some ideas as to how they could connect. They would like to extend the 4" pipe to their properties. Director J. Alexander asked if this was an extension of the infrastructure and they stated it was. He asked how long the additional extension would be, Mr. Chitwood stated it was approximately 200 yards of new water line. Mr. Abernathy had a map of the area and explained the route they were suggesting to take to extend the line. The line extension will require easements and going across the road. He showed the Board on the map what properties he owned. Director Alexander asked if he was going to have water services to all four properties. Mr. Abernathy explained, at this time he was only looking for two connections with possibly a third or a fourth connection down the road. Mr. Emmerson let the Board know he is currently on a spring and due to maintenance, he is concerned he may not be able to maintain it later on along with resale value down the road. Currently he does not want to connect the house to the city system but he does want the availability to at a later date. They understand there is a monthly fee involved and an SDC fee to connect. Director J. Alexander stated it may be required to be locked off until they fully connect. Mr. Emmerson stated he had thought about installing some hose bibs to be able to utilize the connection and the water. Mr. Chitwood explained he would have to have a backflow device put on the line due to him already being connected to a spring. This would

stop any potential spring water from flowing back into the city water system. Mr. Emmerson mentioned if they are going to put a 4" line up there, he would like to install a fire hydrant up there also. He sees this as a huge benefit to the entire community. Director J. Alexander asked Mr. Chitwood how he felt about the hydrants in regards to hydraulics. Mr. Chitwood stated the engineering would help with that. He said with the flow standpoint we are only at about 45lbs of pressure in that area so there may not be enough volume for a hydrant. He stated it would work on a loop system but he does not see a way to put that kind of system up there with the amount of properties it would have to go across. Mr. Emmerson stated it sounds like it may not be cost prohibitive. Director Samek asked Mr. Emmerson if his house was the only one on his spring. He stated the Haggerty's were on the spring and it was part of the Gann water system. Director J. Alexander asked if the other Gann's would want to come on board with the new line. Mr. Chitwood stated, now they probably wouldn't, but later on as the properties sold the new owners may want to. Mr. Emmerson and Mr. Abernathy stated they were instructed by Mr. Chitwood to consult with an Engineer and have the new line engineered along with their connections. They are willing to pay for the engineering and pay for the addition to the infrastructure if the District will allow them to connect to the system once the project is completed. There was a short discussion regarding the cost of the project and it was stated it could be upwards of \$40,000 to get the additional feet of line put in and the connections made. Mr. Emmerson asked what the SDC fee was to connect. Mrs. Reid let him know it was \$5,700. Mr. Chitwood stated the burden of the engineering and the cost to install the additional line is on the owner of the property. Once the project is complete the lines are in, the District would annex the new portion of the system into the District and take over the maintenance of the new line. Director J. Alexander asked if they were prepared to do that. They stated they were if the Water District would allow them to connect. Mr. Emmerson stated they would have to acquire easements, pay for the engineering, and pay for the line to be installed; it could run \$20,000 to \$30,000. They are willing to investigate completing the project but they would like to know in confidence, if they do all of the work that the District will allow them to come onto the system. Mr. Emmerson asked the Board if they would consider waiving the SDC fee where he and Mr. Abernathy are paying for and having all of the work done. They also asked if there was any refund of the expenses if another property connected to the line they had installed. Director C. Alexander stated that would be considered a tap-off fee and she did not know if the District could do that, the Board would have to review their Ordinance and make a decision based on what the bylaws state. Mr. Chitwood did let Mr. Emmerson know he would have to abandon his spring in order to come onto the system without installing a backflow device. Mr. Emmerson stated he would have the backflow device installed to

avoid any possibility of contamination to the city water. The Board let them know they would look into the Ordinance and they would talk about the project and let them know of their decision. Mr. Chitwood will call one of them and let them know what the decision is after the Board meeting. Mr. Emmerson thanked the Board for all of their hard work.

5. Financial Review – Accounts Payable for Month Ending 05/31/2024

- a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of May. She let the Board know everything was normal for the month except the check for the repairs to the water treatment plant that check is \$4,150, which is half down. That check came from the Capital Improvement fund. Mrs. Reid let the Board know they would see it next month on the credit card payment, we purchased a new weed eater and lawn mower for the plant. The cost of the two pieces of equipment was roughly \$900.

Director C. Alexander let Mrs. Reid know the Bank called and verified the changes to the credit card account.

**Motion**

Director Samek moved to approve and pay the invoices for May 2024.

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

- b. The Board was presented with the P&L for the month of May. Mrs. Reid stated that we had a net loss of \$4,000, this was due to the maintenance invoice and \$3,558 of prepaid accounts. The balance sheet was reviewed and there were no questions regarding these reports.
- c. There one delinquent accounts for the month in the sum of \$95.08. Kim Hensen typically sends a large check to cover a span of months, Mrs. Reid said she will more than likely pay this month.

6. Operators Report for the Month of May 2024

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

Mr. Chitwood stated that having to wait for the check to get signed for the maintenance put us behind on the project. He would like to see if the Board would allow the payment for a project that has been approved as long as we stay withing the budget of the project. Director J. Alexander asked if getting the check out sooner would have moved the project along, Mr. Chitwood stated it would have. Mrs. Reid stated it would have been helpful to know in the beginning that he wanted half down, we could have cut the check at the last meeting. Director Samek stated she did not remember the total price or what was supposed to be

covered. Mrs. Reid said it was \$8,300 for repairs to the outside walls, cleaning, painting, and repairs to the foundation of the pump house. Mrs. Reid said she can, in the future, simply cut the check and have two of them come in to sign it. That way we don't have to wait until the following meeting to get a check signed.

Director Samek asked if there was a way Mrs. Reid could sign checks or if it has to be two Board members. Mrs. Reid said the Board can make a motion to remove the additional signer for the checks and only have one signature on checks. She let the Board know she is on the account for information only but can not sign. They would have to make a motion to add her as a signer on the accounts. Director J. Alexander mentioned other Districts have only one signer and Mrs. Reid is able to sign checks at those Districts. Mrs. Reid said he was correct; however, she does not sign checks unless it is immediately needed, she will have Board members sign when its possible. The Board agreed it would make things easier if Mrs. Reid was a signer on the bank accounts.

**Motion**

Director J. Alexander moved to add Heidi Reid to the Oregon Coast Bank accounts, General fund, and General Fund savings, as a signer on both accounts.

Director Samek seconded the motion carried with three ayes.

**Motion**

Director J. Alexander moved reduce signatures on checks to a single signature.

Director Samek seconded the motion carried with three ayes.

Mr. Chitwood let the Board know he was going to be off July 2 – 7<sup>th</sup>. He has a couple of applicants for the part time position. This will give him time to train a new employee. Director J. Alexander let him know if the new employee didn't work out and he needed help he would help. Mr. J. Alexander stated he would need some training prior to helping. The Board agreed Mr. Chitwood needed the time off.

7. **Old business**

a. **Streamline Update**

Mrs. Reid let the Board know she was working on the site. She would let them know when it was populated and ready for their review. She asked if the Board came up with their Mission, Vision, Values statement. They had not, she said she would put something together for review at the next meeting. Director C. Alexander said she would ask AI for a statement and see what it came up with. She said they talk about Safety, Reliability and Efficiency at the PUD. Its their mantra. She let Mr. Chitwood she would need pictures of the plant for the website. He said he would get some to her.

b. Update on hiring of new employee

Mr. Chitwood stated he was able to complete two interviews. Both interviewed very well, it was hard to choose between the two. Mr. Chitwood said he would like to hire Alica Olson; she has a bit more maintenance background and she has a good work history. She is currently working for the school as a bus driver. Damon, the other applicant lives on Parkway, he doesn't have a maintenance background and works at the mill in Tillamook. Mrs. Reid let the Board know Roger declined the interview. Mr. Chitwood said Roger said it would cut into his other jobs with the additional hours the District is looking for. Mr. Chitwood said he would like to hire Alica Olson for the position. The Board agreed she sounded like a good candidate for the position. Director J. Alexander asked when she could start. Mr. Chitwood said it would be a couple of weeks due to the background check. The Board stated where she works for the school, they are not opposed to not doing to background check, as she would have had to pass one for the school to work there. Mr. Chitwood let the Board know he also created a little quiz for the applicants, it did not make a difference as to whether they got hired, but she did get an 80% on the quiz.

**Motion**

Director J. Alexander moved to not complete the background check for Alica Olson due to her already working for the school.

Director Samek seconded the motion carried with three ayes.

Mr. Chitwood said he would let Alica Olson know in the morning she got the job, get her onboard and begin training.

8. New Business

a. Resolution 24-01 Adopting the Budget

Mrs. Reid presented the Board with the LB-01. She let them know it was a condensed version of the budget. The total budget is \$405,950 if they do capital improvements.

The Board was presented with the Resolution 24-01 adopting the budget. They reviewed it and did not have any questions.

**Motion**

Director J. Alexander moved to adopt Resolution 24-01 Adopting the Budget.

Director Samek seconded the motion carried with three ayes.

9. Safety Topic

a. OSHA General Fall Protection

The Board was presented with a handout regarding general fall protection. Mrs. Reid read over the factors that increase risk to

workers, fall issues related to over heating and environmental factors, and what to do if an employee does fall.

#### 10. Unscheduled Business

##### a. Dory Restaurant

Mrs. Reid let the Board know Steve Howard had called and he is purchasing the Dory. He would like the water turned back on. She scheduled the turn on for Monday the 17th at 10:00am with Mr. Chitwood present. The Board agreed it was a good idea to have him present when the water is turned back on just in case there are any leaks, so it could be immediately shut back off if need be. Director C. Alexander asked what his plans were for the building. Mrs. Reid stated he was going to reopen the restaurant.

##### b. Employee Manual

Mrs. Reid let the Board know she received an email from SDAO and HR Answers regarding changes that need to be made to the employee manual. She let the Board know there are a lot of changes that need to be made. She will begin working on that and get it to them for review as soon as she is done. She stated there are major changes to FMLA, OFLA and the Paid Leave Oregon portions.

##### c. New Misty Drive Connections

The Board briefly discussed the three possible new connections up Misty Drive and the various directions the line may go. Mr. Chitwood stated he believes the burden of the development should be put on the residents that want the line extended. He said the District should wait until they get back to us with the engineered plans and go from there. Mrs. Reid asked if the system could handle three more connections. Mr. Chitwood stated it could and we are not close to running out of water. The Board agreed if Mr. Abernathy and Mr. Emmerson wanted to pay to extend the main water line and connect to the system, it would be a benefit to the District. They do not see a reason to not let the residence move forward and see if it is something they can do. The Board asked Mrs. Reid if she would call SDAO and see if we can reduce or waive the SDC Fees where they are paying for the entire infrastructure. She said she will review the District Ordinance and see if there is any verbiage to follow. Director J. Alexander asked if we were going to wait until the next Board meeting to let them know they can move forward, Mrs. Reid said she understood it as, the Board would make a decision tonight and Mr. Chitwood would call them tomorrow. Director C. Alexander asked if, when they put their own infrastructure in, do they have specific guidelines they have to follow. Mr. Chitwood stated it is all completed according to state and federal requirements and any requirements set by the District. He will be inspecting the work as its being completed. When its complete the District will receive an "as built" map of the system.

**Motion**

Director Samek moved to approve Larry Abernathy and John Emmerson to connect to the Cloverdale Water system upon an approved engineering report by the Board.

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

11. For the Good of the Order

Next meeting is set for July 08, 2024

12. Adjourn

Director C. Alexander adjourned the meeting at 8:32 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