

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
July 08, 2024

1. Board Chairman C. Alexander called the meeting to order at 7:15pm
2. Directors present were Crissa Alexander, Jeremy Alexander, Jon Waren and Maile Samek.
Staff members present were Heidi Reid, Alicia Olson, and Larry Chitwood.
Jennifer Romero was absent.

3. New Business

Mrs. Reid explained to the Board, when she contacted the County Clerks office to get the official positions of the members for the website, she was notified that Jon Warrens acceptance letter for his board position, from the May 2023 election, was not on record. The Clerk did not know if it had gotten lost in the transition from the old Clerk to her, but stated it was not on file. Mrs. Reid let her know Director Warren had been on the Board for quite some time now and he was voted as the Secretary of the Board. The County Clerk recommended the Board vote Director Warren on the Board for record keeping purposes.

Motion

Director Alexender motioned to add Jon Warren as a Board member of the Cloverdale Water District.

Director Samek seconded the motion carried with three ayes.

4. Minutes for meeting held in June 2024

The Board was presented with the minutes from the meeting in June 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 four ayes.

5. Correspondence:

- a. None

6. Financial Review – Accounts Payable for Month Ending 06/30/2024

- a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of June. She let the Board know everything was normal for the month Country Media was for posting the budget meeting information. Waterlab was a bit high this month due to additional testing. Mr. Chitwood explained he has additional water tests that are coming due this year, instead of waiting until the last minute he will be getting them done over the next few months. The

Waterlab bill will be high for a few months until the additional testing is complete.

Motion

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

Director Warren seconded the motion carried with four ayes.

- b. The Board was presented with the P&L for the month of June. Mrs. Reid stated that we had a net loss of \$168, this was due to the Waterlab invoice and \$3,915 of prepaid accounts. The Board was also presented with the P&L Budget vs Actual. Mrs. Reid explained the column to the left were the actuals for the year and the column to the right is the budgeted amount for the year. She let the Board know the final expenses were \$70,086, we came in way under budget this year. The balance sheet was reviewed and there were no questions regarding these reports.
- c. There were two delinquent accounts for the month in the sum of \$196. Mrs. Reid said she will be sending delinquent notices out on Monday.

7. Operators Report for the Month of June 2024

Mr. Chitwood let the Board know everything went good at the plant there are no issues at this time. He has good help now so that is good. Mrs. Olson has gotten quite a bit of work done at the plant. He is still waiting for the work to begin on the out buildings. Mr. Chitwood let the Board know he has not scheduled the divers yet; he is thinking he is going to wait at least one more year. The last time the tank was cleaned it had been over 10 years and even after all of that time there was very little sediment in the bottom of the tank. It has only been five years since it was last cleaned. Director J. Alexander asked if he could see down to the bottom of the tank. Mr. Chitwood stated he could see all the way to the bottom. He would like to wait on the cleaning and get some higher priority projects done.

Mr. Chitwood let the Board know one of the pumps was getting pretty noisy. He is going to change that out with the spare. Mrs. Reid asked if he was going to send the old one in for rebuild. He let the Board know it is an obsolete motor and can not be rebuilt. He is going to order a new one. Director J. Alexander suggested he look at Baldor pumps, they are good pumps, warrantied for five years and made in Oregon. They are a good company and good product.

Director Warren asked where we are with the new meters. Mr. Chitwood said he still has not heard back from the Company as to whether they are adaptable with the windows 11 computer. The salesman stated it

would be roughly six months. It was suggested that Mr. Chitwood call the company and see where they are with the updates.

Mr. Chitwood stated he had spoken with Larry Abernathy; they are working on the engineering for the water line extension up Misty Drive. Mrs. Reid explained she has spoken with SDAO for guidance on the line extension and waiving the SDC fees. It was explained that once the line is in, the District would claim the rights to that line, at that time a credit can be given for the SDC fees. Director J. Alexander said he would like to wait until the line is installed before crediting SDC fees. There could be some cost to the District for the instillation and we need to recoup those fees. Director Samek agreed and raised the point that when the other neighbors want to tap in, they are supposed to get a refund for the tap fees. The Board agreed they needed to wait to make any decisions regarding the SDC or TAP fees. Director C. Alexander asked if the District had a line extension agreement. Mrs. Reid said she had not seen one anywhere. Director C. Alexander stated it would be good to get one drawn up for this purpose if they do extend the line and would like to be reimbursed for TAP fees. The Board agrees, once this new line is put in, there will more than likely be other homes that would like to connect to the system. The Board instructed Mrs. Reid to contact SDAO again and see if they have a template for a TAP fee contract. They also agreed they would not make any further decisions regarding the waiving of the SDC fees or a TAP fee until the engineering came back and the project was slated to happen. Director J. Alexander stated he believes the District needs to charge the SDC fee regardless. Mr. Chitwood stated his idea for meeting in the middle on that is, the District's SDC fee includes the meter and instillation. The line extension and engineering will include the purchase and installation of the meter, these are costs that will not be incurred by the District on this project, where they normally would be on other instillations. The Board agreed to table the discussion until a further date when they know exactly what is going on with the engineering and installation.

8. Old business

a. Streamline Update

Mrs. Reid let the Board know she was working on the site. She is hoping to have it completed by the end of next week. She is hoping to have it go live the week of the 25th. She will send the Board members the link prior to the go live date so they can review it and give their input. She also let the Board know their information is on the site, she asked if they wanted their personal phone numbers on the site or the District phone as a message phone listed. They all agreed they would like to have the District phone as a message phone listed. She asked the Board how they were coming on the Mission, Vision, Values. Director C. Alexander said she was working on something and would get it to Mrs. Reid shortly. Directors Samek and J. Alexander stated they would like to see "The best water in the world"

in there somewhere. Director C. Alexander said it would include safety, reliability, and efficiency. Director Samek stated it needed to talk about being responsible, water safety and conservation. Director C. Alexander said she would get something to Mrs. Reid tomorrow. Mrs. Reid let the Board and Mr. Chitwood know she also needed some photos of the plant for the website.

b. Banking Info Update

The Board was presented with the paperwork from the Bank for signatures, updating signers on the accounts. Mrs. Reid explained that Leroy Shepard was still on the account and needed to be removed.

Motion

Director Warren moved to remove Leroy Shepard from all bank accounts at Oregon Coast Bank.

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

9. New Business

a. This was addressed at the beginning of the meeting.

10. Safety Topic

a. OSHA Heat Related Illness

The Board was presented with a handout regarding heat related illness and first aid. The handout talks about heat stroke, heat exhaustion, heat cramps and heat rash. The Board discussed what to do if it gets to hot outside for work. It was stated the employees need to go to a cool place and rest along with drinking cold water. They talked about the heat index and what protective measures to take in the heat. The Board agreed if employees are working out side and they begin to get to hot they need to find a cool place to rest and drink water.

11. Unscheduled Business

a. Small Systems Water Class

Director J. Alexander let the Board know there was a small systems water class being offered by OAWU for free in Seaside on August 19th. He would like to attend and have Mrs. Olson attend. Mrs. Olson stated she would attend as long as it wasn't the same day she had to renew her bus licenses. If she gets her certification, it will allow Mr. Chitwood to reduce his hours with the District. Mr. Chitwood said he will be attending the conference on that Monday also to obtain his CEU's. Mrs. Olson said she would talk to her supervisor tomorrow and let Director J. Alexander know if she can attend.

b. Mrs. Reid let the Board know she would be out of the office from July 22nd to the 26th, she would be on vacation. Mrs. Romero will be doing billing while she is gone and Mr. Chitwood will help her with that.

12. For the Good of the Order
Next meeting is set for August 12, 2024

13. Adjourn
Director C. Alexander adjourned the meeting at 8:00 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