

CLOVERDALE SANITARY DISTRICT

Board Meeting Minutes

June 26, 2024

1. Board Director Warren called the meeting to order at 7:04pm
2. Directors present were Jon Warren, Fred Bassett and Candy Pengelly. Jeniffer Corcoran was absent.
Staff members present were Heidi Reid, and Jennifer Romero. Roger Jesinghaus and Jeremy Alexnder were absent.

3. Correspondence

- a. Email from Steve Howard regarding relief on outstanding bill for the Dory Restaurant.

The Board was presented with a letter from Steve Howard, he is purchasing the Dory from Ella Mae Culp under an owner carry contract. There is an outstanding bill of \$3,775.78 for unpaid sewer user fees and late fees. The late fees at this time are \$1,093.60 with \$2,682.28 being actual user fees. The letter stated the fees were enormous and he would like to bring the Dory back to life as a vital part of the community, however with these fees being owed it is tough to do that. He has asked the Board to reduce or eliminate these enormous fees.

The Board discussed the outstanding bill, Mrs. Reid explained, last year we assessed the Dorys taxes to recover the outstanding fees. This year we would do the same if the bill wasn't paid. The Board discussed the possibility of relieving all of the fees or just removing the late fees. Director Warren let the members know he is in favor of relieving the late fees, but the sewer user fees still need to be paid. He believes the new owner should not have to carry the burden of the entire bill but Ella Mae should have paid this all along, but he knows she will not. The Board agreed the late fees could be relieved but user fees need to be paid. They discussed the option of Steve Howard recovering the funds from Ella Mae but it is not the Districts responsibility to take a loss of the fees simply because the owner did not want to pay the bill. Director Bassett stated this amount was a substantial amount of money for the District to lose, by relieving the late fees it shows the District is willing to work with Steve Howard on the bill. Director Warren suggested letting him pay the remaining balance in two installments due to the amount being so high. The Board agreed this would be a good idea. They instructed Mrs. Reid to reply to the email with the Board decision.

Motion

Director Warren moved to relieve the late fees in the amount of \$1,093.60 and allow the remaining balance of \$2,682.28 to be paid in two installments.

Director Bassett seconded the motion carried with three ayes.

4. Minutes for meeting held in May 2024

The Board was presented with the minutes from the meeting in May 2024. They reviewed them and didn't see any changes that needed made.

Motion

Director Warren moved to approve the minutes as written.

Director Bassett seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for month ending 05/31/2024

The Board was presented with the invoices that were to be paid for the month of May. Mrs. Reid let the Board know everything was normal for the month. Checks were signed at the tabled meeting. There was an invoice for Hach for the filter and the invoice for Streamline came in to begin work on the Website. All of the other invoices were normal for the month. There were no questions on the payables.

The P&L and Balance sheet were presented to the Board. Mrs. Reid let the Board know that we had a net income of \$1,130.62. She stated everything looked good on the Balance Sheet, \$17,072.53 in the General Fund and \$138,745.61 in the Capital Improvement fund. Mrs. Reid pointed out we now have the LGIP fund interest coming in. This month earned interest was \$732.68. The Board was glad to see the additional interest building the account.

The Board was presented with the Delinquent accounts. She let them Susan Amato and the Dory are on the list. They will have their taxes assessed if this isn't paid by the end of the month.

6. Operators Report for the month of May 2024

Mr. Alexander had a written Operator report for the Board to review. It stated:

The plant produced a high quality of effluent throughout the entire month of May. Mid-month we were visited by Mike Pinny and Matt Schultz of the Oregon DEQ. This was an inspection to determine if our discharge permit required updating. They found our operation as permitted and the Cloverdale WTP will remain a Class 2 facility in the new permit. Continuing to require a Class 2 Operator in charge.

DEQ is allowing me to apply to test for CLASS II TREATMENT on July 6 this year. We are still on track to allow Richards final departure in August.

Update from John Ralph of Hurley Engineering, our lift station pumps are slated to be at their shop on the 21st of June. If so, he promised a speedy install. We have been running a single pump for nearly three months with no redundant backup pump.

I have had to make some minor repairs to the tertiary filter plumbing as it is beginning to fail.

I have been operating the plant Monday through Thursday. Roger has the helm Friday, Saturday and Sunday.

We will need to schedule for two trips to the digester. Also, following school out for summer, we will be scheduling the annual collection line cleaning downtown with Zewald's vacuum truck this month.

Director Warren asked if part of the \$100,000 loan could be used to fix the tertiary filter. Mrs. Reid stated it could not, it can only be utilized for the Facilities Master Plan.

7. Unfinished Business

a. Streamline – Working on populating the website

Mrs. Reid let the Board know she was working on populating the website and it should go live on or about the 10th of July. She has created a Mission, Vision, Values statement for the District, she will send it to the members and they can review it and let her know of any changes.

b. Update on Loan Process

Mrs. Reid let the Board know she had received the final loan document. We have been approved for the loan of \$100,000 with 100% of it being forgiven. These funds can only be utilized for a Facilities Master Plan. DEQ is requiring we have an attorney review the document and write a letter regarding the agreement. That meeting is scheduled for July 10th at 4:00pm. She let the Board know it is time to begin getting with the engineering firm to start the process of the new plan. She also let the Board know the loan documents state, once the Master Plan is complete, we need to move on to the rebuild of the District. Director Bassett asked if we have an engineer lined up to complete the Plan. Mrs. Reid stated we did; we are utilizing the same company we did last time. He also asked if we do not utilize 100% of the \$100,000 for the Master Plan can we use the remaining funds toward part of the rebuild project. Mrs. Reid let him know we cannot, if all the funds are not used, they will modify

the loan amount to show the actual amount used for the Plan and that is the amount that will be forgiven. Director Bassett asked if there was a timeframe for completion in order to get the amount forgiven. Mrs. Reid stated it was a variable time frame, she just has to keep DEQ up to date with the time frame.

8. New Business

a. Budget Hearing

The Board was presented with the LB-1, Mrs. Reid explained this is a condensed version of what was presented to the Budget Committee last month. They reviewed the document and did not have any questions.

b. Resolution 24-03 Adopting the Budget for FY 2024 - 2025

The Board was presented with the resolution adopting the budget. The Board reviewed the document and did not see any changes that needed to be made.

Motion

Director Warren moved to approve Resolution 24-03 Adopting the Budget for FY 2024 - 2025

Director Bassett seconded the motion carried with three ayes.

c. Resolution 24 -04 In the Matter of Collecting Delinquent Sanitary User Fees.

The Board was presented with the resolution to collect delinquent sanitary user fees. The reviewed the document and did not see any changes.

Motion

Director Bassett moved to approve Resolution 24-04 In the matter of collecting delinquent sanitary user fees.

Director Warren seconded the motion carried with three ayes.

9. Safety

a. Lab Safety

The Board was presented with a handout regarding lab safety from OSHA. The handout covered understanding hazards, the proper PPE to be worn in a lab setting and engineering controls to minimize chemical exposure. The Board reviewed the handout and discussed a little about the District lab and the working of it.

10. Unscheduled Business

None

11. Directors Comments

a. None

12. Next Meeting Scheduled

July 10, 2024

13. Adjournment

Board Director Warren adjourned the meeting at 7:33pm

Motion

Director Pengelly moved to adjourn the meeting.

Director Bassett 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

Minutes transcribed and submitted by Heidi Reid, Administrator/Bookkeeper