

**CLOVERDALE WATER DISTRICT**  
**Board Meeting Minutes**  
**November 11, 2024**

1. Board Chairman C. Alexander called the meeting to order at 7:10pm
2. Directors present were Crissa Alexander, Jeremy Alexander, Maile Samek and Jon Waren.  
Staff members present were Heidi Reid, Alicia Olson, Larry Chitwood and Jennifer Romero.
3. Minutes for meeting held in September 2024  
The Board was presented with the minutes from the meeting in September 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 four ayes.

4. Correspondence:
  - a. Mrs. Reid let the Board know we had received a phone call from Cynthia Roberts at 14620 Misty Dr. She said she had a leak and got it fixed immediately, then had hot water heater leak and got that fixed immediately. This all happened within days of each other. She is wondering if she can get a reprieve on the bill. It totaled \$631.98, if not she would like to be able to make payments.

The Board discussed the fact that she had a leak and got it fixed quickly. They understand she typically does not go over the normal usage and they should relieve the bill.

**Motion**

Director Warren moved to approve relieving all but the normal monthly bill.

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

5. Financial Review – Accounts Payable for Month Ending 10/31/2024
  - a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of October. She let the Board know the payables were minimal for the month. She ordered some supplies for Alicia; payroll taxes were paid and USA BlueBook was for test kits. Everything else was normal for the month, there was nothing out of the ordinary.

**Motion**

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

Director Samek seconded the motion carried with four ayes.

b. The Board was presented with the P&L and Balance sheet for the month of September. Mrs. Reid stated that we had a net loss of \$1,371.19, we still have \$3,271.09 of prepaid accounts. The Balance sheet shows \$226,518.72 in the LGIP Fund, \$4,356.96 in the GF Savings and \$57,998.53 in the General Fund.

The there were no questions regarding these reports.

c. P&L Budget vs Actual

The Board was presented with the quarterly P&L Budget vs Actual. Mrs. Reid said we are looking good for the 1<sup>st</sup> quarter. We have a few line items that are over the 25% this is due to additional testing requirements. Our utilities are up but this is due to the website addition and higher usage for PUD. Director C. Alexander explained the PUD is going to do a roughly 14 – 20% increase next year and to be expecting that.

d. There was one delinquent accounts for the month in the sum of \$121.77. Mrs. Reid said she will be sending delinquent notices out on or about the 15th.

6. Operators Report for the Month of October 2024

Mrs. Olson presented the Board with the operators report for the month of October. She stated we made 426,570 gallons of water. There were no issues at the plant, everything ran well.

Mrs. Olson let the Board know she needs to place an order for various types of tools for the plant. She would like to get a riding lawnmower along with a shed to store it in. She struggled to keep up with the yard maintenance over the summer using a push mower and weed eater.

She let the Board know she will be out of the office November 16<sup>th</sup>-19<sup>th</sup>. Mr. Chitwood will be covering her days off.

The Board discussed the types of tools she is needing. She said she needs some various hand tools. Director Warren suggested having Rob Cook do the yard maintenance instead of buying a riding mower. Mrs. Reid explained it cost \$100 each time to have him mow. Mowing is done, for the most part, weekly. The Board agreed we did not need the mower right away and they would table this purchase until a later date. The other tools should be bought in order for Mrs. Olson to do her job effectively.

**Motion**

Director Warren moved to approve the purchase of the hand tools and small equipment Alicia needs.

Director Maile seconded the motion carried with four ayes.

7. Old business

a. Grant update

Mrs. Reid let the Board know she has submitted everything the grant writer has asked for. Director Warren let the Board know the school district will be moving forward with the school portion of the grant. He believes the Water District needs to make a motion to supply the water. Mrs. Reid said we are waiting on that, once the infrastructure is in place the District will begin the process of approving the usage of water. Director Warren stated the grant was scheduled to be submitted on November 25<sup>th</sup>, he believes there is a high probability the grant will be approved.

b. Update on SWS certification for Alicia Olson

Mrs. Olson informed the Board she had submitted all of her paperwork but has not received a formal certification number yet. Mr. Chitwood stated it could be four to six weeks before hearing back from them.

8. New Business

a. When should DRC status change between employees

Mr. Chitwood stated his last day is the 30<sup>th</sup>. He has called, Mrs. Olson has sent an email for an update of the certification and there has been no response from DWP other than they have received the paperwork. Mrs. Reid suggested sending the DWP a change of DRC status now rather than wait until the end of the month. This may speed up the process. It was decided to meet at the office at 9:00am to get the form completed and submitted. Director Samek asked if we could still utilize Mr. Chitwood if we needed him for additional information. Mrs. Reid said we could, we would just pay him as a contractor. Mr. Chitwood stated he will be in a contractor status, he plans to contract with other small districts to help them out when they need it.

b. Purchase of new tools & equipment for the Water Plant including a riding lawn mower, additional storage shed, new/better lighting  
This was discussed during the Operators report

c. Review resumes & applications for Assistant Water Operator

Mrs. Reid presented the Board with six resumes for their review. Upon review they decided two applicants were not a good fit for the District. The other four are mostly over qualified but would be a good fit for the District. The other four will be interviewed on November 25<sup>th</sup> beginning at 6:30pm. Director Samek asked how many hours a week we are advertising the position for. Mrs. Reid said she believed it was for 25 to 30 hours a week. Director J. Alexander asked if this was in addition to the Operator hours or in lieu of. Mrs. Reid explained it was to cover Mrs. Olsons days off and help with projects

and repairs needed at the plant. For the most part, it would be in lieu of but could be in addition to, depending on the circumstances.

d. Richard Nystroms retirement celebration

Mrs. Reid let the Board know Richard's retirement celebration will be held at the office tomorrow evening from 3:30pm to 6:30pm.

9. Safety Topic

a. Preventing Cold Related Illness

The Board was presented with a handout from OSHA regarding preventing cold related illness and injury. They reviewed the handout and shortly discussed the symptoms and what to do if they appear. They let Mrs. Olson know if she needs cold weather gear to get purchased so she has what she needs.

10. Unscheduled Business

a. None

11. For the Good of the Order

Next meeting is set for December 09, 2024

12. Adjourn

Director C. Alexander adjourned the meeting at 8:02 pm

**Motion**

Director J. Alexander moved to adjourn the meeting.

Director Samek 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