

CLOVERDALE WATER DISTRICT
Special Board Meeting Minutes
August 25, 2026

1. Board Chairman C. Alexander called the meeting to order at 7:01pm

2. Directors present were Crissa Alexander, Christy Nyseth and Maile Samek.

Staff members present were Heidi Reid, Jennifer Romero and Alicia Olson.

Larry Chitwood was absent.

3. Discussion re: Leak on Misty Drive

Director Alexander explained to Ms. Olson the Board had been out of the loop on the progression of the leak and asked her to explain the situation. Ms. Olson stated she didn't remember exactly, they read meters in July and noticed a wet spot. She walked a sign down so people wouldn't drive on it. She mentioned it wasn't using a ton of water, 100 to 150 gallons an hour. She stated Larry said it wasn't a big deal; she tried to use a shovel to dig it and couldn't. She stated it was pit run all the way down to the line. She called a few days later and got a locate, if it got worse, they could get it fixed. They had a day they were going to do it and Larry ended up not being able to do it. She mentioned she was in contact with Larry weekly to see when they could get it done. She let the Board know she was checking on it weekly, two or three times a week. She stated it wasn't leaking any worse. She let the Board know Larry called her on Friday and let her know it had gotten worse. He realized it while he was reading meters. She stated she was down there on Wednesday and it looked the same, there was no change. She stated it had broken more overnight into Thursday at some point. She let the Board know Kelly McMellon mentioned she had not noticed the water across the road until Thursday as well. As soon as they knew it was a problem they took care of it. They dug it up that Friday afternoon and took care of it. Director Alexander asked if that was last Friday, Ms. Olsen stated it was. She let the Board know once it was open, she walked around to all of the neighbors and let them know it was an open hole and it would get taken care of in the morning. She made sure the water that was running down the road was not running into Kelly McMellons driveway, she didn't want to erode the driveway. She let the Board know the next morning it got fixed as soon as the VAC truck got there. It only took about 30 minutes or so. She let the Board know she talked to all of the customers and went around and found all of the shut offs to make sure they were exposed and working just in case they needed to turn the water off. Director Samek asked what the customers said when she approached them. Ms. Olson said they were all really nice and understanding, nobody complained and they were very thankful she went to talk to them. Director Samek asked where the leak was exactly, Ms. Olson stated it was between Kellow's and the next house down but

across the street under the trees. She stated a big root had grown into the line and pushed it against a large rock. Director Alexander asked if it was four or five neighbors it effected. Ms. Olson stated it was five. Director Alexander mentioned it was last Thursday when the Board received the email from Liz Kellow. The email stated Liz had called and spoken with Mrs. Reid to report the leak a while back. This does not give an exact date. Director Alexander asked Mrs. Reid if she had the date Liz first called. Mrs. Reid looked back through her notes and stated she did not date the call just that she called. Mrs. Reid let the Board know it was whenever they had read the meters last month, Larry had let her know of the leak and Liz called the next day. Mrs. Reid let the Board know she had let Liz know we were aware of the leak and would be getting it fixed as soon as we could. She didn't remember the exact day though. Director Alexander asked if she thought it was around July 22nd or so, around when the meters had been read. Mrs. Reid stated that would have been the timeline because it was right after they had read meters that they let her know of the leak. She let the Board know Liz had called again wanting to know when it was going to get taken care of. Mrs. Reid let her know she had spoken to Alicia earlier that day and they were going to be working on it over the weekend. Liz called again after the weekend to ask why it hadn't gotten taken care of. Mrs. Reid explained she had spoken with Alicia again and they couldn't get their schedules to meet; it was supposed to be getting fixed early in the week. Mrs. Reid explained that is when Liz Kellow called again on Thursday the 19th wanting to know what was going on and letting her know the leak had gotten worse. Liz asked for the Board information, Mrs. Reid directed her to the website and that's when we received the email with the pictures she had taken on Wednesday. Director Alexander reiterated Liz Kellow called three times to see what the progress was over the course of a few weeks. Ms. Olson let the Board know she had no idea we were receiving phone calls about the leak. Director Alexander asked if Mrs. Reid and Ms. Olson were talking or communicating about the leak. Ms. Olson stated Mrs. Reid had let her know about the one phone call but did not know about the rest until after the leak was fixed. Mrs. Reid explained the two following phone calls were after she had spoken with Ms. Olson regarding the leak and she had passed on the information she received to the customer. She assumed the leak was getting fixed so didn't see the need to call and let her know we had received another call from the customer. Mrs. Reid stated if she had known the leak was not fixed after the second conversation with Ms. Olson, she would have let her know of the additional call, but she assumed it had gotten fixed or was fixed. Ms. Olson stated she had tried to hand dig it and couldn't get anywhere with it. It was too hard of ground with too big of rock, she needed equipment to get it dug up. She mentioned she was kind of in the boat where we wait for Mr. Chitwood or call a contractor to come dig it up. Director Alexander mentioned, somewhere in between Liz Kellow calling the second time and speaking with Mrs. Reid the communication kind of fell off between the two. Mrs. Reid was assuming it was getting

done and she and Mr. Chitwood were trying to work out scheduling issues causing accurate information not being relayed to the customer. Director Samek asked Mrs. Reid if she had heard back from Alicia after the change of plans. She asked how do you communicate, text, phone, email? Mrs. Reid let the Board know she didn't even know it didn't get fixed until she and Mr. Chitwood happened to be talking while she was in Beaver and he let her know it had not been fixed yet. He mentioned he was waiting to hear from Alicia that she had gotten the hole dug. Mrs. Reid let the Board know their communication is typically through text and phone calls.

Director Samek asked about the meters being read. She asked Ms. Olson why Mr. Chitwood is reading the meters. Ms. Olson said they have been splitting them; he doesn't read them all but sometimes he needs the hours to fill his 20 and he helps with meters. She was understood Mr. Chitwood was to cover on her days off; she is wondering if the meter reading was falling on Ms. Olsons day off or how that was working. Director Samek mentioned meter reading is a good time to check up on customer meters, the lines and look for any obvious leaks. Director Samek mentioned she thought in his job description he was only scheduled for five hours a week. She mentioned they did not have a copy of his description. Mrs. Reid apologized and let them know she did not realize they wanted a copy of that or she would have provided it in the packet. Director Alexander asked if we had a description for Mr. Chitwood's position. Mrs. Reid let the Board know he had been hired for 20 hours a month. This was to cover Ms. Olson's time off, help with big projects and emergencies. He is not fulfilling the entire Assistant position. Director Samek stated that's what she thought. Ms. Olson stated normally he comes to her stating he has hours left and asks what he can do to help her out and he usually reads meters to help burn up some of those hours. She let the Board know if they didn't want him helping read meters, she would not have him do it anymore. Director Samek mentioned it was twice said so she was wondering how it was working. Director Nyseth asked how long it actually takes to read meters. Ms. Olson mentioned it takes about four to five hours by yourself depending on the weather, plus the office time to enter them into the spreadsheet. Director Samek asked how many hours a week she was working. Ms. Olson stated she didn't know it equals out to about 80 a month. Director Samek mentioned Mr. Chitwood worked on a Friday night and a Saturday to finish the repair along with the VAC truck. She asked if there was a bill on the VAC truck. Mrs. Reid let her know we do not yet. Director Samek asked how long the VAC truck was on site. Ms. Olson stated from the time he got it set up to the time it was fixed, about 30 minutes. He had to use the pressure washer to clean out the hole so they could get to the line without breaking it any further. She mentioned they backfilled it with sand and then the rock. Director Samek mentioned she was just wondering because of the road, right of way and more tree roots. Director Samek asked about how much it cost for the

parts for the repair. Ms. Olson said she did not know, Mr. Chitwood found the parts that were needed. She didn't know if he found them in Beaver or in the Water District shed. Director Alexander mentioned that we could be looking at weekend repair, weekend rates for the VAC truck, weekend rates for Mr. Chitwood. She asked Mrs. Reid if Mr. Chitwood was going to be charging for the use of his equipment. Mrs. Reid stated he was. Director Samek asked about his \$25 per hour rate and what we were going to pay out for after hours emergencies for Mr. Chitwood. Mrs. Reid said he has asked her about a fair rate for the use of his equipment and time. Mrs. Reid said they discussed various rates and/or just charging out on his timesheet for the extra time. Mrs. Reid let him know the labor and equipment would have to be charged differently. Mrs. Reid let the Board know the going rate for equipment on site is running between \$110 and \$125 on a good day. Mrs. Reid stated Mr. Chitwood mentioned possibly \$25 per hour for the equipment rate. She is going to talk to Mr. Chitwood again regarding the rate and come up with a fair rental rate. Director Samek mentioned they had a contractor do some work and it was \$125 just for the equipment. That didn't include the labor hours to run the equipment. She stated bringing in guys and equipment on a weekend, your going to pay. She said the Board could discuss that later. Director Nyseth mentioned it was \$175 per hour when they had to get their water line fixed. That was during normal business hours and that was just the equipment cost not the operator. Mrs. Reid let the Board now Mr. Chitwood mentioned they got it done as fast as they could. He is hoping the VAC truck is only \$600 to \$800 but we won't know until the invoice comes. Ms. Olson let the Board know they had everything prepped before the VAC truck came.

Director Alexander asked Ms. Olson if she was able to determine how bad the leak was by reading the plant pumps. Ms. Olson stated that was how they found out how much it was leaking. They are only down roughly 100 to 150 gallons per hour. Director Alexander asked if the Parkway leak is figuring into that as well. Ms. Olson stated she did not know how much that one is leaking. It hasn't shown through the pavement at all in a while. She mentioned when the leak detection service came out to listen for it, he had to really listen to hear it. He said it was coming and going. He said it would run a little bit and then stop. Director Samek mentioned maybe it was coming and going with usage. Now we will have a better idea how much Parkway is leaking with the other leak fixed. Ms. Olson stated she did not know how long Misty Drive had been leaking because you don't know of the leak until the ground is wet. She said in the next couple of months she will be able to tell what the loss is. Director Alexander asked, until the line was dug up it could have been a mainline or a feeder line. Ms. Olson stated it was close to the main so that's what they assumed it was but when they got it dug up that's when they found it was a feeder line. She let the Board know when they witched the line it showed it was a main line. The Board said they were thinking it was a main line so they were very

concerned. Director Alexander asked if the customers were responsible for the road. Ms. Olson stated they are responsible for that road. Director Alexander stated it could have been pretty detrimental if it was a main line break and it eroded the road. She said she does not know much about how the water works but if it was underground eroding the road, it could have been bad and she can see how the customers would be concerned. Director Samek mentioned they did not have to turn the water off to fix the leak. Ms. Olson said they did not and she made sure she exercised the valves and they were working just in case she did have to use them. She explained to the Board where all of the shut offs were. She mentioned there is one shut off that she couldn't find, she believes it is in her neighbors landscaping. She is going to have to dig around and find it. Director Samek asked who's house it was, Ms. Olson stated it was Jacob Brints. His landscaping is in the right of way. She said she doesn't know if she should go dig it all up and possibly make him mad or what. Director Samek stated it was probably a conversation that needed to be had with the owner.

Director Samek mentioned it sounded like the only time Ms. Olson talked to Liz Kellow was after the leak was fixed and she want to talk to all of the customers. Ms. Olson stated that was right. She stated moving forward she will talk with all of the customers before anything happens so they know what's going on. Director Samek asked Mrs. Reid if she had received any other complaints or calls from anyone else on Misty Drive. Mrs. Reid stated that was the only customer who called. There was no further discussion regarding the Misty Drive Leak.

4. Discussion re: Leak on Parkway

This was touched on a little above. Director Alexander mentioned we haven't met for a while. She asked Mrs. Reid if she remembers when the Parkway leak was first mentioned. Mrs. Reid stated it was brought up first in March then again in April and not again after that. Ms. Olson stated she was not at the April meeting because of softball. Director Alexander asked if it stated what the plan was with that leak. Mrs. Reid said the Board decided to wait until school got out to get a contractor in to do the work. That will require a contractor because it will require flagging and digging into the main roadway. Ms. Olson stated she remembered we were going to do it during spring break but had to wait until further funding was available. The Board did remember talking about waiting until school got out and that it was going to be expensive. Director Alexander asked if Ms. Olson had reached out to the County about helping with the fix. Ms. Olson said she had not. Director Samek asked Mrs. Reid if she had by chance reached out to the County. Mrs. Reid stated she had not. Ms. Olson stated she is sure it is going to be in the tens of thousands, they will have to have flaggers, cut the asphalt out and replace it all. She asked the Board at what point is it not worth touching it unless it gets worse. Director Alexander mentioned she did not know how bad it was when it was first reported its. Director Samek

asked if it was seeping out around it. Ms. Olson said it was coming out right above it. She said that's what she was told by the guy who came out to do the leak detection. Director Samek asked if it was done by OAWU. Ms. Olson said it was not; it was done by Dan's Leak Detection. Director Alexander asked, since he listened to it, it has slowed down but is still leaking but not a lot. Ms. Olson stated she did not know if it is still leaking, but it's not coming through the road any more. Director Samek said she does remember when it was leaking it was running across the whole road and down the hillside. Ms. Olson said it doesn't mean it is our water either. Mrs. Reid asked if she had tested the water. She said she can't get enough water to test it. Mrs. Reid asked if she used a strip test. She said she didn't have any, but she did test it and she did but couldn't tell if it was chlorinated or not. Director Samek said it could be hard to know depending on the weather. She asked Ms. Olson if she knows where the water line lies, if it's under the road or in the right of way. Ms. Olson stated according to the maps it runs down the right-hand side of the road if you're going up the hill and the leak comes up square in the middle of the road. Director Alexander mentioned she does not know what the water over time is doing to the ground under the road. She asked if Dan would have any other information or if he marked anything on the road. Ms. Olson stated she marked it where he told her it was leaking. Director Nyseth asked if there was a report from him, she thought she remembered seeing some kind of a report after he had come out. Mrs. Reid said she believed there was something but she doesn't remember. It would be in the meeting minutes. Mrs. Romero pulled out the meeting minutes and looked through to find the information. Director Alexander asked if there was any way to fix the leak from the side without digging up the road. Ms. Olson said it was dead in the middle of the road. Director Alexander asked if that is where our lines run. Ms. Olson said she did not know because she had come across the map saying that's where it is and that's not really where it is. Director Alexander asked how other locates are done and how do they know where their lines are at. Ms. Olson said she marks the water lines, she looks at the map and watches the line and makes her mark. She usually marks wide and long just to be safe. Director Alexander asked if there is equipment that can be rented or something that will help locate those lines. Director Nyseth said when they located the leak at their house they disconnected the meter, dropped a sensor down and followed the sensor. That's how they found the leak. Director Samek mentioned this had been discussed at a prior meeting to help locate all of our lines. Director Alexander asked if moving forward if it would be helpful to bring Mr. Chitwood into the conversation regarding the Parkway leak. Ms. Olson said it would. Director Alexander asked if he has been involved with it. Ms. Olson said he knows about it. Director Alexander mentioned school is starting soon and she is concerned with the amount of traffic. If it's been leaking this whole time what is happening under the road. She asked Mrs. Reid to add the Parkway leak on the agenda for September and ask that Mr.

Chitwood be present for that meeting. Hopefully we can figure out how to get it fixed during business hours and still not interrupt the school. There was no further discussion regarding the leak on Parkway.

5. Review of Job Description, Duties and Communication

The Board reviewed the job description for the Operators position. Director Alexander stated there are places to make modifications, to make the duties more concrete with specific time lines. Such as the bullet point talking about responding to customer emergencies, leaks breakdowns and so forth, along with maintaining communication with the finance clerk regarding estimated times to restore service. She stated that's where she sees this whole scenario breaking down. We don't have any concrete timelines. She can see how cleaning up some language would help. She mentioned something such as a flow chart with an "if, then" list of requirements. Ms. Olson stated she has never really dealt with an actual leak like that so it was all new to her. Director Alexander stated the revisions would help. She also mentioned the Board needs to put together a specific outline of what is expected of Mr. Chitwood and what his job is, what he is to be doing or not, along with emergency protocols. Director Alexander asked if we have a description for Mr. Chitwood's position. Mrs. Reid stated we have an Assistant Operator's job description however, Mr. Chitwood is not doing the entire Assistant position. Director Alexander asked Mrs. Reid to email the Board with the current job descriptions and Mr. Chitwood's current job description.

Director Samek asked Ms. Olson how long ago she took on the position. Ms. Olson stated it has been about a year and a half. She mentioned, besides the issues at the plant they haven't really had anything major happen. It's hard to learn if nothing's going wrong. Director Samek asked how she felt about the position now that she has been in it for a while. Ms. Olson said she doesn't think the job is that hard, it's just so long between things happening it's hard to learn it. For the most part it's not bad, it's not as scary as she thought it was going to be. Director Samek asked if she had replaced a lot of meters. Ms. Olson said she did it with Mr. Chitwood one time. She mentioned she did unhook a meter and helped a customer get a leak fixed. Director Samek asked how she was doing with her certificates and reports. Ms. Olson said this year it was hard with the CCR because they made so many changes she had to start from scratch. She got it done and sent it to Mrs. Reid for review before she sent it out. There were no further questions or discussion regarding this topic.

6. Executive Session – ORS 192.660(2)(b)

The Board asked Ms. Olson if she would like an open meeting regarding the complaints, and/or discipline. She stated she would like a closed meeting.

Director Alexander moved into executive session under ORS 192.660(2)(b) – To consider dismissal or discipline of or to hear charges or complaints against an employee. The room was cleared at 7:54 pm.

7. Return from Executive Session

The Board returned from executive session at 8:21pm. Director Alexander stated there was no discussion or motion to be made at this time.

8. Discussion re: Merging Districts

The Board agreed this was a big topic to discuss and they are not prepared to discuss this at this time. They would like to explore it further. Director Samek mentioned the Sanitary District has some grants going on that they didn't want to hinder earlier on and the Water District didn't want to get in the way of that. It is something that could be explored. Director Nyseth stated she likes the idea of streamlining. The Board agreed to table this discussion until the next meeting.

9. Unscheduled Business

Mrs. Reid mentioned when she was going through the meeting minutes. She ran across the minutes that stated we had purchased a new chemical pump and received the pump. There is nothing further regarding the pump. She asked Ms. Olson if the pump had been installed. Ms. Olson stated it had not, it is going to be getting installed shortly. They have been limping along with the other pump. She meant to ask when it was ok to have Jason come out to do the instillation due to lack of funding. Mrs. Reid asked if she had a bid. Ms. Olson stated she did not but could get one. It is just for electrical not for plumbing, she will be doing that herself. She stated she will have something at the next Board meeting.

10. Directors Comments

Director Alexander stated since we raised our rates substantially, this leak doesn't look good for the District. Water is a commodity and people see it as that. It bothers her that we were wasting our own water and people are seeing this. Director Samek agreed, she stated it was hard to do the rate increase and then to have a leak going for so long. It really is not a good look. Director Alexander mentioned it directly effects the customers especially those who are going over their allotted amount of water. She knows there have been some complaints about the cost of the overages.

11. Adjourn

Director C. Alexander adjourned the meeting at 8:28 pm

Motion

Director 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