

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
September 08, 2026

1. Board Chairman Alexander called the meeting to order at 7:04pm
2. Directors present were Crissa Alexander, Christy Nyseth and Maile Samek.
Staff members present were Heidi Reid, Jennifer Romero, Alicia Olson and Larry Chitwood.
3. Minutes for meeting held in June 2026
The Board was presented with the minutes from the meeting in June 2026. They read them over and did not see any changes that needed to be made.

Motion

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

4. Minutes for Special meeting held August 2026
The Board was presented with the minutes from the special meeting in August 2026. They read them over and did not see any changes that needed to be made.

Motion

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

5. Correspondence
 - a. Bill note from Molly Ricks
Mrs. Romero explained to the Board she received a note on the back of the billing stating she was going to get a hold of the Board regarding her water bill. She was upset because of the amount of the bill and thought it was in excess of what it should be. Mrs. Romero stated she had mentioned she had filled her pool. Ms. Olson let the Board know it is a rather large pool.
 - b. Phone call from Steve Howard
Mrs. Reid explained to the Board she had received a call from Steve Howard at the Dory. He was upset at the size of his bill because it was high. Mrs. Reid explained to him the district had done a rate increase and it took effect two months ago. Mr. Howard mentioned he had been pressure washing so that may have used a lot of water. He said he was going to attend the Board meeting to discuss the increase with the Board.

- c. Email from Liz Kellow

The Board was presented with an email from Liz Kellow regarding questions about Misty Drive customers being out of district. The Board reviewed the email and agreed all of Mrs. Kellow's questions had been answered.

6. Financial Review – Accounts Payable for Month Ending 08/31/2026

- a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of August. She let the Board know payroll taxes were paid, Oregon Coast Bank was the credit card payment for stamps and gas for the mower, CivicPlus was for the website annual fee, Quill was for office supplies, paper, toner and RVS was for the annual fee and billing statements.

Motion

Director Nyseth moved to approve and pay the invoices for August 2026.

Director Samek seconded the motion carried with three ayes.

- b. The Board was presented with the P&L and Balance sheet for the month of August. Mrs. Reid stated the P&L shows a net income of \$750. We had a total user fee income of \$8,284 for the month. The Balance sheet stated we have \$236,484 in the LGIP fund, \$5,140 in the Capital Improvement savings account and \$26,202 in the General Fund. There were no questions regarding these reports.

- c. There were no delinquent accounts.

7. Operators Report for the Month of August 2026

Ms. Olson went over her report it stated:

For the month of August our plant ran a total of 617,210 gallons of water. With a total waste of 13.60% water loss for the month.

August

Plant has been running smooth

There was a leak discovered on Misty drive during the July meter readings

- This leak was repaired on August 21st the vac truck was brought out to help make the repair
High water usage at the Creamery in town. Looks like a leak on their end

Jason Geil's came up and looked at the plant to give us a quote to install the Chlorine pump

- Larry and Myself may try to install this ourselves but will have the quote just in case we need help from Jason

Larry will be gone hunting the first 2 weeks of October.

I may be out of town a few days to go see my grandma in the next few months.

- School is back in session so I will be driving sports trips in the evenings quite often just so everyone is aware that I will be out of town some evenings. I will make sure to let Larry and Heidi know when I have trips in the evenings.

Director Samek asked about the high water loss. Ms. Olson let her know it should go down now that the leak on Misty Drive is fixed.

8. Old Business

a. Chemical feed pump instillation & bid from G3

This was covered in the operator's report. The Board received a copy of the bid.

9. New Business

a. Parkway Leak

Director Alexander asked if we were moving forward with the fix of the leak. Ms. Olson stated she did not know what the Board wanted her to do. She asked if they wanted her to get bids for it. Director Alexander asked if she figured out how bad the leak was. She mentioned when the leak detection company came out to listen for the leak it had stopped. Ms. Olson stated when he listened to it, it would start and stop. It would run and then stop. She doesn't know how bad of a leak it is. Mrs. Reid asked if we were sure it was out water line. Ms. Olson said she is not sure if it is or not. Mr. Chitwood said they can't even test to see if the water is chlorinated or not because there's not enough coming out of the ground to get a good sample. He said with what the leak detection company is saying he does not believe it is a pressurized water line. He mentioned if it was pressurized it would continuously leak, not stop and start again. Director Samek asked if Ms. Olson knew where Willard's maps of the system were. Ms. Olson said they were hanging up here in the office. Mr. Chitwood let the Board know, in his opinion, unless we know the leak is ours it may not be worth the expense to dig it up. We could dig up a line that is not ours or is simply a drainage line. Director Samek proposed we hire a company to trace our lines to let us know where they are. She believes that would be the next best step. Director Alexander asked if there was micro trenching devise that could go in and tell us if it was our line or not. Mr. Chitwood stated he was not aware of any type of procedure to figure it out other than digging it up. Ms. Olson mentioned it was right in the middle of the road. Mr. Chitwood said they could try pressure testing it. Director Alexander asked we could get enough data to tell how bad it is leaking. Mr. Chitwood said it would show us how fast its leaking. He mentioned no water is bubbling up to the surface so it's hard to say.

Director Samek stated right now we have a high water loss and it's usually not that high so its concerning. She said now that Misty Drive is fixed, we can watch the water loss and see if it goes down. She also mentioned the Board had talked about getting a water meter for the mainline at the plant, coming from the reservoir, this may help with keeping track of water going into distribution. Mr. Chitwood stated the water going into the reservoir is being metered, just not coming out. When he was the Operator, they had discussed it and the meter was roughly \$5,000 and that didn't include instillation. For the price is seems redundant. Director Samek stated it would be nice to get some good data and learn where all of our water lines are.

The Board decided to wait to see what the water loss is next month and to collect as much data as they could and wait and see how things go over the next few months.

b. Instillation of new meters

Director Alexander asked how many meters Ms. Olson has replaced. If she was averaging a few a month or one or two. Ms. Olson stated at this time she had only replaced one. Mr. Chitwood asked what the criteria was for replacing the meters. Directors Samek and Alexander stated the Board made the decision to begin replacing all of the meters, beginning with the high use ones first, with new meters to help capture water usage better. Mr. Chitwood said he can help get those changed out.

c. Water Operator performance expectations

Director Alexander explained the Board is working on a new job description because there are not a lot of concrete communication and documentation expectations. They are working on a clear path for both. They are working on putting together some forms and a new personnel manual that are more up to date. She has been working with SDAO on all of this. She asked Ms. Olson to be at the next meeting 15 minutes early so she could go over the forms with her. Mrs. Reid let Director Alexander know if she wanted help with the personnel manual to let her know. Director Alexander said she would be emailing it over in hopes it will be done by the next meeting. It is a lot of work. Mr. Chitwood mentioned OAWU are also helpful with the expectations of Water Operators and what to include and look for.

d. Discussion re: merging districts

The Board has decided they did not want to discuss this at this time. There is more research that needs to be done before a full discussion.

10. Safety Topic

a. Oregon Wildfire Smoke Rule

The Board was presented with a handout regarding wildfire smoke rules. They went over symptoms of wildfire smoke exposure, health effects of exposure and emergency response procedures.

11. Unscheduled Business

- a. Mr. Chitwood mentioned the invoice for the tractor rental. He let the board know the rental center rented their equipment for \$300 per day. He let the Board know he was going to do the invoice but wanted to wait to find out how much they thought was a fair price. Director Samek asked if he was invoicing for his hours also. Mrs. Reid let the Board know he had already been paid for his hours in his payroll this was just for the equipment use. Director Nyseth asked how long he used his tractor for. He stated it was four hours of use on the Misty Drive project. The Board agreed \$150 for the use of the tractor. Mr. Chitwood said he would submit an invoice.
- b. Mrs. Reid let the board know she is planning to be here next month but it highly depends on the weather. If there is snow in the forecast she will be on Zoom. The Board agreed this was a good plan.

12. For the Good of the Order

Next meeting is set for October 13, 2026

13. Adjourn

Director C. Alexander adjourned the meeting at 7:30 pm

Motion

Director Alexander moved to adjourn the meeting.

Director Nyseth 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