

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
April, 14, 2026

1. Board Chairman C. Alexander called the meeting to order at 7:02pm
2. Directors present were Crissa Alexander, Christy Nyseth and, Maile Samek.
Staff members present were Heidi Reid, Jennifer Romero and Larry Chitwood.
Alicia Olson was absent.
3. Minutes for meeting held in March 2026
The Board was presented with the minutes from the meeting in March 2026. They read them over, Mr. Chitwood mentioned in the portion of correspondence his proposal was a salary of \$500 per month up to 20 hours and hours paid after the initial 20 were to be paid at \$25 per hour. The Board agreed this is what the proposal said. He wanted to clarify prior to the minutes being approved.

Motion

Director Samek moved to approve the minutes with the correction to include the salary for Mr. Chitwood.

Director Nyseth seconded the motion carried with three ayes.

4. Correspondence:
 - a. None
5. Financial Review – Accounts Payable for Month Ending 03/31/2026
 - a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of March. She let the Board know payroll taxes had been paid as always. She explained OCB Visa was to cover the purchase of stamps. TCCA was for a small part for the plant and all other invoices were normal for the month.

Motion

Director Nyseth moved to approve and pay the invoices for March 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 March. Mrs. Reid stated that we had a net loss of \$17,149. This was due to the payment for the instillation of the water works for the new pumps and was taken from the Capital Improvement fund. If we were to deduct that expense the loss would have only been \$40. We had \$4,844 of water revenue and, \$1,093 of taxes come in. The balance sheet shows \$227,623 in the LGIP Fund, \$5,119 in the GF

Savings and \$23,379 in the General Fund. The there were no other questions regarding these reports.

- c. There are three accounts on the delinquent on the list, for a total of \$365. Mrs. Reid stated she had just sent out lock off notices for accounts 43 and 89. Account number 56 paid their bill between the printing of the report and the meeting tonight.

Director Samek asked if we had thought about doing a rental deposit, where when a renter takes over, they have to pay a deposit for the purpose of keeping their account up to date. It would be the owners that pay the deposit and we would hold it. Mrs. Romero stated the tenants typically pay the bill well, it's the owners that do not pay it. Mrs. Reid let the Board know if the bills don't get paid after three months, they get locked off and once that happens the customer, regardless as to who is supposed to pay the bill, will pay the bill so they can have their water turned back on.

6. Operators Report for the Month of March 2026

Ms. Olson was absent. Mrs. Reid read the operators report out loud to the Board.

For the month of January our plant ran a total of 389,370 gallons of water. With a total waste of 13.81% water loss for the month. Mrs. Reid noted January most likely should have been March.

March

New Chlorine pump has arrived. Just need to make time to install it. Plant has been running amazing with no issues. Not really anything else to say. Just have some great help and things are going good. I will not be at this month's and next month's board meetings due to softball. So see you guys in June!

Director Samek mentioned the 13% water loss is a little higher than normal. Mrs. Reid said it appeared to be but she believes it may have something to do with the leak on Parkway. Currently we are letting that go due to the cost involved of getting it fixed. Mr. Chitwood mentioned he was going to call the County and see if they would be willing to help with part of that project where it is a county road. The Board agreed this was a good idea, any help would be appreciated.

7. Old Business

- a. None

8. New Business

- a. 1st Reading of Ordinance 26-01 Water User Rate & Fee Ordinance
The Board was presented with Ordinance 26-01 Water User Rate. They unanimously voted to read it by title only. Director Alexander read the Ordinance by title.

Motion

Director Samek moved to approve Ordinance 26-01 Water User Rate & Fee Ordinance.

Director Samek seconded the motion carried with three ayes.

- b. Review Budge for FY 2026-2027

The Board was presented with the draft of the budget for the next fiscal year. Mrs. Reid explained the LB-11 is the Capital Improvement Fund. She explained the top half of the form is the income for the fund and the lower half are the projected expenses for the fund. This fund totals \$246,000. Mrs. Reid explained normally we transfer \$20,000 to \$30,000 from the General Fund. This year, due to the lack of funds in the General Fund we will only be transferring \$5,000.

The Board was presented with the LB-20 General Fund Income. She explained this is the total carryover and income for the year. She let the Board know this portion of the budget does include the rate increase funds. It brought the system revenues up from \$55,000 to roughly \$72,000. She let the Board know she will be keeping track of the “overage charges” on the billing and that is what the line item for Water Overage Fee Revenue is. The total resources for this account are \$126,600 which is much less than past years.

The Board was presented with the LB-31 General Fund Expenses. She explained the top half was for payroll and the lower half are the daily operating expenses. She let the Board know she spoke with Ms. Olson and she does not predict using all of the hours normally allotted so Mrs. Reid reduced her hours in turn reducing the line item. Those funds were moved to the part-time employee. Director Samek asked if the funds for the operator included Mr. Chitwood, Mrs. Romero let her know they did not and he is the Part-time employee line item. Mrs. Reid let the Board know she has added additional hours and funds to each line item just incase someone has to work more than their normal allotted hours. Director Samek asked if Mrs. Reid and Mrs. Romero shared the Administrator line-item funding. Mrs. Reid stated we did. Mrs. Reid let the Board know the lower portion is for our daily operating expenses. She increased a few of the line items and decreased others. Director Samek noticed the System maintenance had gone down, she asked what goes under that line item. Mrs. Reid explained it was for water line maintenance, pump maintenance, grounds maintenance, meter maintenance, hydrant maintenance & repairs and vault maintenance. Director

Samek asked if it was higher for a reason in other years. Mrs. Reid explained with this line item she typically adds additional funds to it because we never know what is going to come up throughout the year for issues at the plant. This year, we had to reduce it due to other line items going up. These values are a known value and when Mrs. Reid was done entering the “known’s” it did not leave as much left over for the maintenance budget as normal. Mrs. Reid explained, even though the line items are broken out during budget, at the end of the year it is all one O&M budget. As long as we do not go over our proposed amounts, we are good.

c. Computer issues/update

Mrs. Reid let the Board know we had to send our computer back to HP for repairs and it was a fiasco. She explained in the middle of a BIOS update the computer shut down. We didn’t know if at the time but the charger was not working properly. When this shut down it was in the middle of the update and when it was turned back on, the computer was a dead soldier. Jeremy ran through all of the trouble shooting suggestions given by HP and none of them worked so we had to send it off. Mrs. Reid explained once we received the return box we had 24 hours to get it dropped at a FedEx location. Director Alexander got it delivered to FedEx in a round about way. Mrs. Reid is grateful for her efforts in getting that on a truck. The computer was gone for roughly a month but is now back. Mrs. Reid let the Board know while it was down, we transferred the financials to her laptop and did everything over the phone. It took a little longer but we managed to get it done. The programs have been transferred back to the office computer and seem to be working well. The whole shipping and delivery was a fiasco but we managed to get it done. Mrs. Reid explained HP gave the drop off and delivery address as “Cloverdale Water District, Cloverdale, OR 97112” they did not enter the physical address she gave. Director Samek mentioned, in the future if we need to have something delivered, we can always use one of the Board members addresses. Mrs. Reid said she would keep that in mind.

9. Safety Topic

a. Preventing Staff Injuries at Work

The Board was presented with a handout regarding preventing staff injuries at work. Mrs. Reid explained, we are coming into the months of maintenance and repairs and she thought this would be a good reminder for staying safe at work. The Board reviewed and had a short discussion regarding the topics of overexertion, falling from heights, walking into stuff and on the job violent acts.

10. Unscheduled Business

a. None

11. For the Good of the Order
Next meeting is set for May 12, 2026

12. Adjourn
Director C. Alexander adjourned the meeting at 7:31 pm

Motion

Director Samek 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