

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
January 13, 2026

1. Board Chairman C. Alexander called the meeting to order at 7:02pm
2. Directors present were Crissa Alexander, Jeremy Alexander, Maile Samek and Christy Nyseth.
Staff members present were Heidi Reid, Alicia Olson, Jennifer Romero and Damon Kluckman.
3. Minutes for meeting held in September 2025
The Board was presented with the minutes from the meeting in September 2025. They read them over and did not see any changes.

Motion

Director J. Alexander moved to approve the minutes as written.
Director Nyseth seconded the motion carried with four ayes.

4. Correspondence:
 - a. Jon Warren resignation
The Board was presented with the resignation from Jon Warren in September. The Board thanked Jon for his service to the District.
 - b. Email from Nyseth Acct re: leak asking for reprieve of approximately \$95.00. The Board was presented with an email from Christy Nyseth regarding a leak they had in their yard. It was fixed as soon as possible she is asking for a reprieve of the overages on her bill.
Director J. Alexander asked how much water went through the meter and Miss. Olsen stated it was approximately 40,000gals., it was a lot. Director J. Alexander asked if we charged for the water and if it had been paid. Mrs. Reid let the Board know the water had been charged to her account, but she was only paying the base rate until a decision could be made at the meeting. The overage was outstanding on her account. Director Alexander mentioned the overage was cheap.

Motion

Director J. Alexander moved to credit the overage cost, roughly \$95.00.

Director Samek seconded the motion carried with three ayes,
Director Nyseth abstained.

- c. Kudos to Alicia from the Hickey's – They wanted to pass on their thanks for helping with their leak, being kind and patient as it was a stressful time for them. Miss Olson explained they had left a hose on and the sprayer cracked and was running water on the ground. They did not ask for a reprieve on the bill. Mrs. Reid explained the overage was only roughly \$40 and they agreed to simply pay it.

5. Financial Review – Accounts Payable for Month Ending 12/31/2025

- a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of December. She let the Board know payroll taxes had been paid as always. The visa bill was for postage stamps for billing, they are now \$78 per roll. Dan's Leak Detection was to find the leak by the High School, Government Ethics Commission is our annual fee and the check made to Mrs. Reid is for the payroll and zoom programs. All other invoices were normal for the month. She did let the Board know we had to purchase new pumps from Correct Equipment in November. That purchase was roughly \$7,000 and came out of the capital improvement fund.

Motion

Director J. Alexander moved to approve and pay the invoices for December 2025.

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 December. Mrs. Reid stated that we had a net loss of \$1,028. We had \$5,155 of water revenue, \$5,574 of taxes come in. The balance sheet shows \$248,724 in the LGIP Fund, \$5,071 in the GF Savings and \$34,019 in the General Fund.

Director J. Alexander asked where the taxes came from. Mrs. Reid explained they come from the property taxes collected. Director C. Alexander mentioned Misty Drive residence do not pay a property tax. There were no other questions regarding these reports.

- c. There was only one delinquent on the list, Nyseth, however this is due to the leak and that amount will be credited.

6. Operators Report for the Month of December 2025

The report encompassed three months. The Board was presented with the entire report and had reviewed it prior to the meeting. Miss. Olson touched on the key points of the report.

She let the Board know there had been problems with pumps and motors going out and one got hot enough it almost started a fire. She had to order replacement pumps as the damaged ones could not be rebuilt. She let the Board know the pumps she ordered will work with the equipment if the District decided to automate. The pumps that have been received to this point have been installed. She let the Board know the Plant is running great now. The new pumps run off of VFD's so the motors should last longer. She asked the Board to consider automation. It would allow her to see what's going on at the Plant at all times from her phone. It could be beneficial.

She mentioned to the Board she received quotes for the automated meters; however, she does not feel we would get our money's worth out of

them before they were obsolete. Director J. Alexander mentioned there was a large instillation fee for the meters on the quote. He stated Larry was going to install the new meters himself at 10 per month until they were all installed. This would have saved the District the instillation costs. Miss. Olson mentioned she does not have the time to do the instillation with her current schedule. Director J. Alexander mentioned Larry had received a quote much cheaper than this one, where we owned the data and there was not a subscription fee. Miss. Olson said all she could find were meters that required cloud storage and monthly fees. She believes the automation would be more beneficial to the District than the automated meters. Director J. Alexander stated we could increase our revenues by up to 15% with the new meters as the old meters are more than likely losing that much water a month. He mentioned automation is a good idea but we may have to wait a bit due to the lack of funding. Mrs. Reid asked what else needed to be purchased for automation. Miss. Olson stated the pumps and VFD's have been purchased already, we would need testing equipment, new meter and depth gauges. Director J. Alexander stated it could get expensive, we would have to have a phone line, land or cell, for the district up there and there is the monthly and/or service fee. It could get expensive. Director C. Alexander mentioned touching base with the people she works with to see if we can get internet service at the plant. It was agreed to look into the automation at a later date once there was a better idea as to the remaining cost of equipment and whether or not we could get internet at the plant.

Miss Olson let the Board know she has a chlorine injection pump coming, it is on back order so once it gets here, she will get it installed.

The water usage hasn't gone down much since the last meeting but she believes it may be due to the leak on Parkway. She had Dan's leak detection come out and find the leak. She is going to have Bj come work on it tentatively over spring break due to school being out and less traffic on the road.

She let the Board know she had received some calls regarding water tasting like chlorine. She realized, when she was going over daily paperwork Damon had been mixing the chlorine wrong so the dilution was higher than it should have been. She is working on retraining him to hopefully take care of the issue.

Miss Olson informed the Board there had been some issues with the meter readings. Due to meters being read wrong over the course of a couple of months, we had quite a few negative readings in December. She will be retraining Damon on this also.

She let the Board know on February 24th we have a Water System Survey with Jaime Craig, the County Environmental Health Programs Manager.

Once everything is finished with the new pumps and equipment, she will begin working on getting things ready for the inspection. Director J. Alexander asked if we should have put out a boil water notice with the pipes being replaced. Miss Olson stated we did not because it was pre-treatment.

Director J. Alexander mentioned he thought BPA was offering a rebate on the instillation of the new equipment because they were more efficient. He asked Director C. Alexander if she could look into that and possibly get the District a rebate. She is going to look into it.

7. Old business

a. Discussion re: rate increase

The Board was presented with a spreadsheet showing the current rates, various proposed increases and what the additional income would be with each increase. They agreed an increase needs to be done. Mrs. Reid let the Board know they really need to consider an increase as our insurance alone went up 12% this year and is projected to go up that much again next year. Director C. Alexander mentioned, if a large increase is done to do it in two parts to soften the blow a bit.

Director Samek suggested keeping the rate at an easy number to remember such as the \$40.00, this would be an \$8.00 increase. She suggested making the commercial rate a little higher. Director Samek asked Mrs. Reid how the Out of District rate was calculated. Mrs. Reid said the ordinance states it is 1 ½ the amount of the In District Residential rate. This is because the residence out of district do not pay property tax to the District. Director J. Alexander asked what the bottom line was that we needed to make up the difference of the loss each month. Mrs. Reid said we needed to do a 25% minimum increase. She also said we need to look at the fees for the overage usage. They are extremely low and there is no incentive to conserve water at the current rate. Mrs. Reid pointed out that it takes an additional 900cf of water usage to raise the bill \$1.00. Miss Olson mentioned we have a lot of customers who go over the base usage amount every month. Director C. Alexander asked if Mrs. Reid knew what PCJWSA charged for their overages along with other surrounding districts. Mrs. Reid said she did not know but could find out and let the Board know.

Director J. Alexander asked what was considered commercial. Mrs. Reid explained it was anything that was not an actual residence. Director Samek mentioned she did not like the idea of raising the commercial rate for some of the smaller businesses that do not use much water. She suggested possibly having multiple commercial rates. Director C. Alexander mentioned it should be based on usage. Director Samek suggested reducing the allotted amount of water for

commercial users, keeping the same rate as residential but the more water they use the more they will pay for their monthly rate. Director C. Alexander asked if we had many second homes where the people are not here very often. Mrs. Reid said we only had a couple of them, it's not like Pacific City where they have half of their homes as second homes. After some discussion it was agreed the commercial rate would be increased 25% with a drop in usage.

Director Samek asked what the \$318 covers for the High School. Mrs. Reid let the Board know it covers the hydrants and their fire suppression. Alicia has to exercise the hydrants monthly. Director Samek asked what a good increase would be for them. Mrs. Reid mentioned they should go up as much as the residential rate, so 25% increase. The Board agreed they should be raised as much as the residential rate ins raised.

Director J. Alexander stated the overage costs need to be significant enough to stop people from using an excess amount of water. Mrs. Reid mentioned the overages need to be raised significantly. Mrs. Reid explained, as of now people can use 900cf of additional water and only get charged \$1.00 for the additional usage. This needs to be significantly more. Director J. Alexander mentioned all of the surrounding towns have a curve for their overages and we should be doing the same thing. The Board asked Mrs. Reid to research what other districts are charging and email them with that information.

The Board came to the consensus; the rate would be increased 25% across the board with the commercial usage being reduced to 400cf per month. They will review overage amounts throughout the month and come to a conclusion as to what the overages should be billed out at.

8. New Business

a. Issues with meter reading overages and credits to customers

Mrs. Reid let the Board know, after researching the accounts with negative readings last month she gave those customers credits on their bills due to being over charged the month before.

b. Quotes for automation and meters

This was talked about during the Operators report.

c. Verbal request from Jon Warren re: creating a committee to discuss the process of merging the Cloverdale Water District & Cloverdale Sanitary District.

The Board agreed if Mr. Warren wanted to put together a committee on his time and discuss it with members of the community the was welcome to do that. The Board is not interested in creating a committee at this time.

9. Safety Topic

a. OSHA Preventing Cold Related Illness

The Board was presented with a handout regarding preventing cold related illnesses. The handout went over the description of exposure, various types of cold related illnesses and symptoms.

10. Unscheduled Business

- a. Director J. Alexander mentioned to the Board, as the Sanitary District Operator, people do not pay their bills on time and some not at all. He is wondering if there is a way to attach both bills together so the Sanitary customer would get their water turned off if they did not pay their bill. Mrs. Reid explained the Districts can go under contract for the Water District to do the billing for the Sanitary District. There are complications with that as far as late fee assessments and deposits are concerned. It can get convoluted pretty quickly, the Districts were under a contract like that years ago but due to the time and effort involved in breaking out the charges making the deposits the contract was severed and the Sanitary District went back to doing their own billing. Director J. Alexander stated he wasn't necessarily meaning to combine billing, simply put, if they don't pay their sewer bill their water can be shut off. Director C. Alexander suggested contacting SDAO to see if it can be done. Mrs. Reid said she would do this and see what suggestions they have. Director Nyseth asked about County Tax Assessment. Mrs. Reid explained that is how we currently collect on delinquent accounts but we have to wait an entire year without payment until we can do that. They can only be assessed once a year in July.

11. For the Good of the Order

Next meeting is set for February 09, 2026

12. Adjourn

Director C. Alexander adjourned the meeting at 8:05 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