

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
June 09, 2026

1. Board Chairman C. Alexander called the meeting to order at 7:12pm
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. Budget Hearing – Review LB-1

a. Resolution 26-01 Adopting the Budget

The Board was presented with the LB-1 and the Resolution Adopting the Budget, Mrs. Reid explained this was the notice of the Budget Hearing, it was posted in the paper the week prior to the meeting. This is an overall look at the budget for FY 2026-2027 and is what was approved by the Budget Committee. She let the Board know the total budget is \$372,600.

Motion

Director Samek moved to adopt Resolution 26-01 Adopting the Budget, as written.
Director Nyseth seconded the motion carried with three ayes.

4. Minutes for meeting held in May 2026

The Board was presented with the minutes from the meeting in May 2026. They read them over and Director Nyseth saw one change that needed to be made. It was on page three under the “Motion” the second Samek needed to be changed to Nyseth.

Motion

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

5. Correspondence

a. None

6. Financial Review – Accounts Payable for Month Ending 05/31/2026

a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of May. She let the Board know Water Lab was for the PFAS testing. The Board asked how often that test had to be done. Mr. Chitwood looked it up and let the Board know our District had to do the PFAS test twice a year. Mrs. Reid pointed out account #3 had a bounced check, Country Media was for the posting of the Budget Hearing and all other invoices were normal for the month.

Motion

Director Samek moved to approve and pay the invoices for May 2026.

Director Nyseth seconded the motion carried with three ayes.

- b. The Board was presented with the P&L and Balance sheet for the month of May. Mrs. Reid stated the P&L shows a net loss of \$1,056. We had a total user fee income of \$4,664 for the month. The Balance sheet stated we have \$229,147 in the LGIP fund, \$5,123 in the Capital Improvement savings account and \$32,251 in the General Fund. There were no questions regarding these reports.
- c. There are three accounts on the delinquent on the list, for a total of \$431.86. Mrs. Reid let the Board know account numbers 54 and 168 had been locked off at the beginning of the month. Account #168 will most likely not be turned back on for a while as the house is in probate. Mrs. Reid stated she will be sending out delinquent notices to the remainder of the list this month. Director Samek asked about account #54 and if anyone was living in that home. Mrs. Reid explained her daughter had taken over her expenses a while back with the intention of moving her mom out of the house. Mrs. Reid stated no one had called to have the water turned back on so she assumes no one is living there.

7. Operators Report for the Month of April 2026

Ms. Olson was absent. The Board read the report she submitted. The report stated:

For the month of May our plant ran a total of 484,910 gallons of water. With a total waste of 13.44% water loss for the month.

April

The Plant has been running amazing with no issues
Not really anything else to say. Just have some great help and things are going good.

Director Samek asked if the water loss was higher than normal. Mrs. Reid stated it was. Mr. Chitwood let the Board know there is a leak they are looking into on Campground Road. Director Alexander asked if there was still a leak up by the High School. Mr. Chitwood stated there was, however for what it is going to cost to fix that leak they were going to let it go for a while longer. He mentioned 13% isn't a huge loss for an average district. Director Samek mentioned it just seemed high for our District. Mr. Chitwood asked if she stated the loss in gallons, and she did not.

8. Old Business

- a. None

9. New Business

- a. 3rd and final Reading of Ordinance 26-01 Water User Rate & Fee Ordinance

The Board was presented with Ordinance 26-01 Water User Rate. Director Alexander read the Ordinance by title.

Motion

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

Director Samek seconded the motion carried with three ayes.

The Ordinance passed and the rate increase will take effect on the July billing.

- b. CCR Review

The Board was not presented with the CCR as it was not completed for the meeting. Mrs. Reid let the Board know it has to go out in the June billing, Miss. Olson let her know it would be done in time to go out with the billing. Director Alexander asked when it was due, Mrs. Reid let her know it has to be sent to the customers by July 1st, and is due to DWS by July 11th. Mrs. Reid let the Board know she would email them with the report once it is done. Director Samek asked if this was our yearly drinking water report and Mrs. Reid stated it was. Director Alexander asked what happened if we did not get it turned in on time. Mrs. Reid let the Board know we would get a violation. Mr. Chitwood said he would look over the report once she completes it. He said they were supposed to work on it over the week. He gave her some examples for her to follow, so she has everything she needs to complete the report. He let the Board know there is additional information that needs to be added to the report but its not a lot. The Board was taken back that the report was not presented at the meeting as it has always been due the month of June.

10. Safety Topic

- a. Heat Related Illness

The Board was presented with a handout regarding heat related illness and first aid. There was a short discussion regarding heat stroke, heat exhaustion and heat cramps. The second page went over first aid measures and symptoms.

Director Alexander mentioned OSHA made a rule that employers need to provide water to employees during hot days. Mrs. Reid stated this was true. Mr. Chitwood let the Board know there is a faucet at the plant for employees to use to fill water bottles if they need water on hot days.

11. Unscheduled Business

- a. Director Alexander mentioned we typically do raises for the Budget and she didn't remember doing it this year. Mrs. Reid reminded the Board we talked about it in February and again in March. Raises were calculated into the Budget.
- b. Director Nyseth let the Board know she would be gone for work during the August meeting. Due to her absence there will not be a quorum, the Board agreed to cancel the August meeting due to not enough members able to be present.

12. For the Good of the Order

Next meeting is set for September 08, 2026

13. Adjourn

Director C. Alexander adjourned the meeting at 7:45 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