

CLOVERDALE WATER DISTRICT
Board Meeting Minutes
March 10, 2026

1. Board Chairman C. Alexander called the meeting to order at 7:06pm
2. Directors present were Crissa Alexander, Christy Nyseth and, Maile Samek.
Staff members present were Heidi Reid, Alicia Olson and Jennifer Romero.
Guest Present was Larry Chitwood
3. Minutes for meeting held in February 2026
The Board was presented with the minutes from the meeting in February 2026. They read them over and did not see any changes.

Motion

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

4. Correspondence:
 - a. J. Alexanders Resignation from the Board.
The Board was presented with Jeremy Alexanders resignation. Director C. Alexander mentioned we need to look for a couple new members so if someone is absent, we still have a quorum. She asked Director Samek how Victor might feel about becoming a board member. Director Samek stated he was pretty busy right now and may be later on in the year. She mentioned Carolin Hill as a potential member. She said she would ask her about it. The Board agreed they would begin looking for new members.
 - b. Proposal from Larry Chitwood re: Assistant Water Operator Position
The Board was presented with a proposal from Larry Chitwood, it stated he would like to come back to the District as the Assistant Operator. He stated he was available for 20 hours a month at \$25p/h. This would be to cover the Operators days off. He let the Board know he would be as available as he could for emergency situations but his full time Operator job would have to take precedence. He believes his expertise would be beneficial to the District. It will also help the District save money. He mentioned he would be willing to help with the maintenance and yard work if he has extra time at the end of the month. His goal is to be support and help. The Board agreed he would be a good fit for the position and it would save money. Director Alexander asked if they were willing to work out the details regarding the on-call basis and days of work. Larry mentioned he and Alicia had already talked about it and they are looking at an every other weekend on-call schedule. This way neither one of them are on call 24/7 and they both get varied

weekends off. Director Samek mentioned at 20 hours a month it would be roughly 5 hours a week. Mr. Chitwood stated that was the plan and again, if there are hours left at the end of the month he would help with the maintenance. Director Samek asked Ms. Olson if his hours would cut her hours. She stated she is allowed 130 hours a month for her work and it is already allotted. Mrs. Reid mentioned the hours for the Assistant are in addition to the hours of the Operator so her hours wouldn't be cut back.

The Board was in consensus, they thought bringing Larry back on would be a good fit.

Motion

Director Samek moved to bring Larry Chitwood back on as the part-time Assistant Water Operator.

Director Nyseth seconded the motion carried with three ayes.

5. Financial Review – Accounts Payable for Month Ending 02/28/2026

- a. Mrs. Reid presented the Board with the list of invoices that were to be paid for the month of February. She let the Board know payroll taxes had been paid as always. She explained OCB Visa was to cover the QB Desktop program, stamps, new gas can and gas. Oregon Association of Water Utilities was for the annual membership fee. All of the other invoices were normal for the month.

Mrs. Reid let the Board know she has been having trouble with the bank and the card services. Over the last few months, they have not been sending notifications for the statements, they have not been available on line and she has had to call to get statements emailed to her, because of this last month we ended up with a late fee and interest on our purchases. She let the Board know both had been removed by the bank. She would like to do away with the OCB credit card and go straight to a commercial visa card, in hopes it would alleviate the problems we are having. Director Samek asked if there were benefits to having the card through the bank. Mrs. Reid stated there were no benefits to having it through the bank. The Board agreed the move would be fine.

Director Samek asked if the QB program was payable every year. Mrs. Reid stated it was. She let the Board know it was \$1,198.99 per year for the desktop program. She mentioned she had looked into what it would cost to migrate to the online version of QB and QB Payroll. The cost savings was only about \$175 per year to do the migration and she has heard the migration takes hours, is clunky and not entirely worth the cost involved. The Board agreed with the lack of savings and issues with the migration it was better to keep what we have.

The Board was presented with the payments coming from the Capital Improvement Fund. She stated the total from that fund was \$7,392.43. This was Correct Equipment for the new chemical pump and G3 Electric for the instillation of all of the new pumps. She let the Board know she had written the check for Christensen Plumbing for \$17,000 this month and it was in the checks to be signed. It would show up on next months meeting info. She stated she double checked with Ms. Olson regarding the hours on the invoice and she said to pay the bill. Director Alexander mentioned it was along the lines of 45 man hours. Mrs. Reid stated it was and it was \$195 per hour. She asked Ms. Olson if he was really there that long. Ms. Olson said the charge was for two guys, retrieving parts and engineering to do the drawings for the new water works. The Board was taken back by the amount of the labor and the total bill. Director Alexander let Ms. Olson know in the future we needed to get bids prior to any work being done. It was also mentioned we would not be utilizing Christensen Plumbing again.

Motion

Director Nyseth moved to approve and pay the invoices for February 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 February. Mrs. Reid stated that we had a net loss of \$10,539.29. We had \$4,731 of water revenue and, \$229 of taxes come in. Part of our loss was from the capital improvement expenses and the computer software. The balance sheet shows \$226,906 in the LGIP Fund, \$22,195 in the GF Savings and \$24,440 in the General Fund. There were no other questions regarding these reports. Mrs. Reid pointed out to the Board in January 2025 we started with \$60,000 in our general fund. Our daily business has taken us down to \$24,000 in a year. This is the reason she is suggesting a rate increase. The Board agreed the increase was needed.

c. There are two accounts on the delinquent on the list, for a total of \$414.94. Mrs. Reid stated if they are not paid by the 15th she will send out delinquent notices.

6. Operators Report for the Month of February 2026

Ms. Olson stated for the month of February our plant ran a total of 416,450 gallons of water. With a total waste of 11.99% water loss for the month.

She let the Board know the new Chlorine pump had arrived. Now she needs to make time to install it. The Plant Survey with Jaime Craig went really well on the 24th. Ms. Olson stated there were no major issues and she said the plant looked amazing. Ms. Olson informed the Board we did lose our outstanding performer due to an error on the CCR this last year.

Jaime Craig also requested digital maps of our service system. She mentioned she would like to look into using the same APP that Beaver water uses to map the system, but we will have to wait until there is some funding available for that.

Ms. Olson stated she thinks we need to wait on fixing the leak on Parkway until we have more funding income coming in. She would like to shoot for summer. Mr. Chitwood mentioned he would look into seeing if there is emergency funding or a grant to help cover the cost of the repair.

She let the Board know softball season is here. Games start next week. She is very busy in the evenings and will be out of town at least 1 to 2 times a week in the mid afternoon and evenings.

She mentioned to the Board she would like to take March 25th to March 29th off. Her Grandma is not doing very well, plus her birthday is during that time. She has already had to cancel 2 trips over there due to coverage issues.

7. Old Business

a. Review updated overage fees

The Board was presented with the draft update of how the overage fees would look with the fee doubling at twice the amount and going up from there. She let the Board know that with the way the system is set up, once the fee doubles at twice the usage the fee is slightly higher at triple and quadruple usage. She got it as close as she could with the way the system calculates overages.

She let them know she also changed the commercial rate to meet what the Board was looking for. Their overage will double at twice the usage, however once it doubles it goes up a bit more than the residential rate at three and four times the usage. Again, she got it as close as she could to the numbers they were looking for. Mr. Chitwood asked if the commercial customers got a bigger allotment of water than the residential users. Mrs. Reid stated they did not.

Mr. Chitwood asked if the Misty Drive customer overage rates are going to be the same as the other customer overage rates. Mrs. Reid said they would mimic the “in district” rates, only at the higher “out of district” rate.

There were no questions from the Board regarding the overage presentation. She let the Board know when the new rates go into effect she is going to look at changing the way the billing looks. She wants to set it up so customers will see their base rate and the overage will be an additional line item. She believes this will make the water bill clearer and it will help people understand how much water

they are actually using. This will also hopefully help people not use as much water.

8. New Business

- a. Review/Approve Resolution 26-01 Changing the meeting date.
The Board was presented with Resolution 26-01 Changing the Meeting Date. They reviewed it and did not see any changes that needed to be made.

Motion

Director Nyseth moved to approve Resolution 26-01 Changing the meeting date to the second Tuesday of the month.

Director Samek seconded the motion carried with three ayes.

- b. Review Exhibit A with proposed changes
The Board was presented with a draft of Exhibit A, Rate and Fee Schedule. Mrs. Reid let them know she had removed some items that were already listed in the Ordinance. She pointed out the note at the bottom of page one regarding the multi family units and the conversion from cubic feet to gallons. She pointed out the lock off and turn on fees had been increased to at least cover the Operator time to do that task. She changed the Administration fee wording and added the new lower rate late fee. Director Samek asked if the Collection fee was on there before. Mrs. Reid stated it was; we put that on there a few years ago when the Operator at the time was constantly collecting delinquent funds at the door. People would wait for him to show up to lock them off and then pay him directly. This fee put a stop to most of that situation. She let the Board the NSF fee was increased to cover fees from the bank and our time to record. The transfer fee was increased to cover employee time to close out old accounts and open new ones. Mrs. Reid pointed out the Bulk Water Fees were also changed to meet the needs of the District. All other fees remained the same. There were no other questions regarding the new Rate and Fee Schedule.

- c. Review letter to customers
The Board was presented with the draft letter to the customers regarding the rate increase. They reviewed it and did not see any changes that needed to be made. They thought it explained the reasoning for the increase well. It will be sent out with the next billing.

Mrs. Reid let the Board know she will have the Ordinance ready for the first reading in April.

- d. Discussion re: Assistant Water Operator Position
This was discussed during correspondence.

9. Safety Topic

a. Safety Committee Organization – Review & Sign

The Board was presented with the Safety Committee Organization. It changes the members and the meeting day to make it current. The Board reviewed it and did not see any changes that needed to be made.

Motion

Director Samek moved to approve the Safety Committee Organization as written.

Director Nyseth seconded the motion carried with three ayes.

10. Unscheduled Business

a. Mrs. Reid let the Board know she received an update for the next years budget info. It stated there would be an 8%-12% increase in liability insurance and a 0%-10% increase in workers comp insurance. She just wanted the Board to be aware of these increases and they would be added to the budget for FY 26-27.

b. Mrs. Reid let the Board know she would not be at the July meeting. She will be on vacation. The Board discussed having the meeting or not and decided with the holiday and others being on vacation. It was the consensus the meeting would be canceled for July.

c. Ms. Olson let the Board know she will not be at the next two Board meetings due to sports events.

11. For the Good of the Order

Next meeting is set for April 14, 2026

12. Adjourn

Director C. Alexander adjourned the meeting at 8:00 pm

Motion

Director Nyseth 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