

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

September 12, 2018



Board Members in Attendance:

- Kim Mathers - President
- Jeff Coker – Vice President – Absent
- Chris Smouse – Secretary/Treasurer – Call in
- Cathi Lane Board Member
- Dennis Mathers Board Member
- Charles Lawrence (Project Manager)

Guest: Jean Staumbaugh

Meeting called to order by Kim Mathers at 5:09

Approval of the minutes from August 2018: Motion by Cathi, 2nd Dennis Mathers approved by all

Secretary/Treasurer Report:

Current CSD checking account balance: \$4,273.31

Upcoming bills:

Daily Journal of Commerce Bid announcement: \$354.90

Oregon Government Ethics Commissions: \$76.02

Anderson Engineering: \$23945.00 – Grant Administration \$ 990.00 = \$24935.00

State of Oregon Water Quality Technical Activities Fee: \$9049.00

Kim Mathers: Purchase of computer/software for Secretary/Treasurer: \$939.99

Total: \$35354.91

Motion made by Cathi L. to accept and pay bills, 2nd by Dennis M. All approved

Presidents Report:

Announcement of new member at large position.

The CSD board members, excluding Kim Mathers, to elect Dennis Mathers as the new member-at-large position. Dennis has accepted the position.

Thanks to Doris Allphin for submitting her request.

Bid announcements for the project have been published. There will be a pre-bid meeting on September 13th at 2:00pm at the CCC and then a walk-about on the property site.

September 27th, Bid meeting with prospective contractors at 2:00 pm at the CCC.

September 25th, DEQ public hearing at 6:00 pm at the CCC. The public can submit comments on the conditions of the CSD proposed water quality permit.

A motion to create a resolution to make Kim Mathers as the designated signer for the DEQ loan documentation and any further documents requiring her signature.

Cathi L. made a motion to create the resolution, Dennis M. 2nd, all approved.

A motion by Cathi L, Dennis M. 2nd to have the CSD board approve the intention to borrow \$4,000,000.00 from the DEQ CWSRF. All approved.

The TransCanada encroachment agreement was received and accepted by Kim Mathers on Sep 5, 2018. The agreement is for 1 year from date of signature.

The request for bids for the wastewater treatment facility was published by the Daily Journal of Commerce on 8/31/2018. Bids must be received by September 27, 2018 2:00pm.

Kim would like to ask the board to increase Charles Lawrence (Jeffrey B. Yeley Consulting LLC.) monthly salary based on the median income for US project managers. The median income for a project manager managing projects <10M is around \$120K. The board agrees that we should raise the monthly salary from \$3000.00 a month to \$6250.00 an increase of \$3250.00 and annually to \$75,000, which is half of the US median salary. Cathi L. made a motion to increase the salary to \$3250.00 Dennis M. 2nd and all approved. The increase will take effect immediately.

Project Manager Report: (Charles Lawrence, Jeffrey B. Yeley Consulting, LLC.)

Update on Engineering:

The project is now a two-phase project. Phase I: treatment ponds and facility build beginning October 2018 – completion date June 2019.

Phase II: Collection lines installed completion date September 2019.

The DEQ will hold a public hearing at the CCC on September 25, 2018 6:00pm. This will be the final notice. If no complaints or issues are heard, there must be 10 or more, is less, the DEQ will not act on the complaints. We will need 5 working days before the build permit is received.

The project manager will work closely with Anderson Engineering's civil engineer (Nicole Braudy) on creating the ordinances for the sewer plant.

Discussion on ground breaking ceremony. Notify KITC, Eagle newspaper, and WiseBuy. Possibly hiring catering services.

Meeting Adjourned: 6:04

Meeting Minutes submitted by:
Chris Smouse, Secretary/Treasure

Next CSD Board Meeting:
October 10, 2018 @ 5:00pm.

Meeting Location:
Crescent Community Club
420 Crescent Cutoff Road
Crescent, OR. 97733