

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733



CSD Board Meeting Minutes

November 14, 2018

Board Members in Attendance:

- Kim Mathers - President
- Jeff Coker – Vice President via phone conference
- Christine Smouse – Secretary/Treasurer
- Cathi Lane – Member At Large out with sick family members
- Dennis Mathers – Member At Large

Charles Lawrence (Project Manager)

Guest: Doris Allphin

Meeting called to order by Kim Mathers 5:03

Approval of the minutes from October 2018: Motion to accept by Cathi L. 2nd by Dennis M. All approved

Secretary/Treasurer Report:

Current CSD checking account balance: \$ 1920.80

Upcoming bills:

Reimbursement to Kim Mathers for GroundBreaking Supplies: \$343.22

Reimbursement to Kim Mathers for CSD printer ink: \$144.98

Western Communications Bid newspaper ad: \$748.67

CSD annual Website maintenance plan: \$360.00

Dennis L made a motion to pay bills, Chris S. 2nd all approved.

Presidents Report: The ground-breaking ceremony was a great success. Approximately 50 vip and local guest were in attendance. Chuck L and Kim M. attended the pre-work meeting required by DEQ on 11/14/18. In attendance were the following: Kim Mathers and Chuck Lawrence (CSD), Jamie Isaza (DEQ project manager), Jonni Rice-deGroot and Lewis Friend (Bob's Excavating), Darryl Anderson and Carmen Tague (AES).

Darryl presented their pre-work meeting agenda

Lewis F. presented the project scope using a project management form. The duration of the wastewater treatment build should take 143 depending on how the winter progresses. He said Bob's will invoice CSD between the 25-30 of each month. Lewis said he planned to meet with the water district soon to discuss possibly having the new water line from Pinney acres installed or use a water hydrant nearby. Lewis said some equipment has been staged at the site and tree clearing will begin immediately. Kim M. said she would present to the board about having the new water line installed as soon as possible.

Jamie Isaza presented his project management agenda. Kim M. Presented Jamie with the signed Notice to Proceed contract. All 24 agenda items were discussed and accepted by all in attendance.

Jeff Coker announced his official resignation as Vice-President of the CSD board. Kim asked Cathi Lane if she would fill in as the interim Vice-President position and she accepted.

Kim M. asked Doris Allphin if she would like to fill Cathi Lanes member-at-large position and she accepted.

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

Update on Engineering: Chuck updated the board on the pre-work meeting agenda items. DEQ project signs must be posted at the site. Chuck explained the reporting requirements for DEQ, along with record keeping.

Meeting Adjourned: 6:00

Meeting Minutes submitted by:
Kim Mathers, Secretary/Treasure

Next CSD Board Meeting:
December 12, 2018 @ 5:00pm.

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