

# Crescent Sanitary District

PO Box 265  
Crescent, OR. 97733

## CSD Board Meeting Minutes

June 12, 2019



### Board Members in Attendance:

- Kim Mathers - President
- Cathi Lane– Vice President - left after 15 minutes due to family emergency
- Christine Smouse – Secretary/Treasurer
- Doris Allphin – Member At Large
- Dennis Mathers – Member At Large

Charles Lawrence (Project Manager)

**Guest:** Jeannie Biggs and Sandy Heberty

**Meeting called to order** by Kim Mathers at 5:01

**Approval of the minutes from May 2019:** Doris made motion Dennis 2<sup>nd</sup> all approved

### Secretary/Treasurer Report:

Current CSD checking account balance: \$3064.21

#### Upcoming bills:

Daily Journal Commerce – Bid announcement \$360.80

Klamath Pub Herald News Bid announcement \$523.40 paid 5/17/19

Anderson Engineering - \$36242.50 draw request 16

Bob's Excavating - \$293797.00 draw request 16

Jeffrey Yeley Consulting LLC: \$11250.00 DEQ request

Kim Mathers travel to Klamath Falls for IFA monitor meeting: \$132.37

All Ways signs invoice for new building sign: \$345.00

Motion by Dennis to pay all bills, Doris 2<sup>nd</sup> all approved.

Kim asked guest if they had any questions for the board. Jeannie said they had previously asked to have their 6 vacant lots plumbed for the new sewer stubs. But she has decided against it but may do so at a later date. She asked about what the process for having her summer home connected. Chuck and Kim explained the process and there would be no installation fee. If Jeannie and Sandy will not be present during the installation, Jeannie said a local friend could come unlock the door to ensure flushing of the toilets works. Both ladies were satisfied with our answer and left the meeting.

### **Presidents Report:**

Chuck and I traveled to Klamath Falls to attend an IFA monitoring meeting (audit). The audit went well and no issues arose. We had a DEQ site inspection on June 6<sup>th</sup> which went very well. Chuck can expand. Chuck and I attended the pre-bid meeting for the collection system. There were well over 10 contractors who attended the meeting. They had many questions for the engineering and they all asked to extend the final bids from June 12<sup>th</sup> to the 19<sup>th</sup>, since there were pending questions on the project. Daryl, Chuck, and I agreed to the extension. Chuck was contacted by Donna Warner, who owns the remodeled office building next to the Bigfoot Tavern. She said they had an open office if we would like to rent the space. Chuck and I negotiated on leasing the space for a sum of \$1000.00 and a portion of utilities. We agreed to pay their commercial and residential hookup fees for a reduced rate on rent. They agreed and we will have a signed lease in the next few days. We will hire a billing position and move all files related to the CSD and hope to have meetings held at this facility vice at the community center.

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

#### **Update on Engineering:**

#### **Funding issues:**

Chuck said there was a misunderstanding with the DEQ funding contract. He was advised by Kathy Estes (DEQ employee) that the contract was a reimbursable contract and we had to pay our invoices upfront and DEQ would reimburse the district. Chuck explained that he and the sewer board did not interrupt the contract that way. We thought we would send all invoices and get the funds transferred to our account. Kathy told Chuck she would check into it and see if they could change it. Kathy called that same afternoon and said DEQ would pay the invoices.

Chuck spoke to IFA and asked if they could possibly fund the remainder of the sewer construction. They said there was a possibility and they would get back to us. The board is in full approval of using funds from IFA and only DEQ funds when IFA funds are depleted.

Chuck presented the Operating Budget Resolution #06-12-2019 to the board going into detail on each line item. A motion to accept the Operating Budget by Doris and Dennis 2<sup>nd</sup> and all approved.

Chuck said the waste water facility construction is going well. Fire hydrant was installed, Midstate Electric is installing power on Piney Acres, should be complete by next week. Monitoring and sensor equipment should be arriving soon. Fence post have been installed should be complete by late June. One pond liner is 95% complete and the liner company will be back on 6/13 to continue with the 2 remaining ponds. Chuck is looking into possibly purchasing a solar powered generator for the main lift station. He's waiting to hear back from the company for pricing.

**Meeting Adjourned: 7:00**

**Meeting Minutes submitted by:**  
Kim Mathers, Secretary/Treasure

**Next CSD Board Meeting:**  
July 10<sup>th</sup>, 2019 @ 5:00pm.

**Meeting Location:**  
Crescent Sanitary Office  
136745 Hwy 97  
Crescent, OR. 97733