

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

March 11, 2020



Board Members in Attendance:

- Kim Mathers – President
- Doris Allphin – Vice President
- Christine Smouse – Secretary/Treasurer
- Dennis Mathers – Member at Large
- Laretta Butler – Member at Large

Charles Lawrence (Project Manager)

Guest: Nichole Baudy (Anderson Engineering)

Bruce Hall, Big Pines RV Park

Meeting called to order by Kim Mathers 5:00

Approval of the minutes from February 2020: Doris made a motion to approve minutes, Laretta 2nd, all approved.

Secretary/Treasurer Report:

Current CSD checking account balance: \$ 39997.44

Upcoming bills: Water Bill \$45.32

Laretta made a motion to pay bills, Dennis M. 2nd all approved.

Old News: Commercial Business rates and hookup charges. We have called other Sanitary Districts around the state to get their input on how they charge Commercial business and Residential rates are calculated. More data is required before making final decisions on rates.

Presidents Report:

An email was sent to the LaPine Utility Company supervisor inquiring if they had any part-time employees who may be interested in working for CSD as an operator. His response was all their employees were full-time and they are having trouble filling an open wastewater operator.

We had a call from a gentleman from LaPine, who is very interested in the sewer operator job. I had him send me his resume and cover letter. Chuck and I interviewed him two weeks ago and based on his skill set of inspecting oil field pipelines, construction foreman, and knowledge of pump operations, he would be an ideal

candidate for the operator in training. If the board decides to hire him, we will need to get our Workmen's Compensation application filled out soon. Our engineering firm rep, Nichole, recommends we hire someone as soon as possible, as she can have the new hire work with her during the construction phase and get him familiar with the waste treatment facility, sewer lines, and area familiarization regarding the sewer.

The board was provided Jacob Dozier's resume and all are in agreement to hire him. Kim will present an offer to him next week.

I have asked the SDIS rep to send me the Workmen's comp paperwork and Health Insurance plans to have available for our possible new hire.

We have spoken with a certified waste water/collection system operator II from Sunriver who may be interested in the collection system operator II position which is required. We would not need him on-board until we become operational, July 2020.

Scott DiCarlo request to be exempted from the CSD due to his lateral line extension is exceeding the ordinance requirement of over 2000 ft. The board agrees the request and a letter was sent to Mr. DiCarlo exempting him from the district.

A letter of agreement between Sharon Baynes on Kaehn Rd owner of a small Mobil home park stating we will not be responsible for repairing any landscaping due to lateral line installation. Anderson Engineering is working on a new design plan for her park.

Bruce Hall was requesting how the district will assess charges to his permanent and temporary tenants. He is concerned that he will not be able to recoup sewer fees from his tenants. He told him we are working on commercial rates, as well as those with residential structures in a mobile/rv park facilities. We plan to investigate further on best rate structure for the Crescent Sanitary District.

Chuck Lawrence has been tasked with preparing the 2020-2021 annual budget.

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

Update on Engineering:

Nichole (Anderson Engineering onsite engineer) reports collection system installation going well. Lift station #5 are in the process of being built and should be complete by early May. Work on Jones and Main St. should complete by 1st week of April. Nichole left the meeting but soon returned to report there are large boulders and a large basalt flow on north end of Main st. Morrello Constructions large excavation is not able to move the large boulder and they will need to bring in a large jack hammer to break up the boulders and basalt.

Meeting Adjourned: 6:05

Meeting Minutes submitted by:

Kim Mathers, Secretary/Treasure

Next CSD Board Meeting:

April 8, 2020 @ 5:00pm

Meeting Location:

Crescent Sanitary District Office

136745 Hwy 97

Crescent, OR. 97733