

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

December 9, 2020,



The regular meeting of the Crescent Sanitary District Board was called to order at 5:01pm on December 9, 2020, at Crescent Sanitary District office.

Present

Kim Mathers, President (present by conference call)
Doris Allphin, Vice President
Christine Kreider, Secretary/Treasure
Cathi Lane, Member at Large
Lauretta Butler, Member at Large (present by conference call)
Charles Lawrence, Project Manager
Nichole Baudy, Engineer

Kim announced that due to Chris having a lot on her plate with duties in the office and getting billing setup, that Doris will temporarily be assuming the secretary duties.

Kim announced that all members except for Lauretta will be up for election in May of 2021.

Engineer's Report by Nichole Baudy

With two final hookups tomorrow, there are 188 properties now hooked up. Everything except for Rosedale, Gilchrist, and the RV park at the end of Kaehn Road are complete.

Nicole recommended ordering the pumps for Gilchrist after the first of the year so that they will be here and ready to go in the spring when work continues in the spring. She will be in contact with Chuck about this.

Cathy asked if there had been any injuries on the project. There have no job injuries that required being reported or required medical attention.

Nicole will be back in the area next week for a day to do a final walk through as the project shuts down for the winter. She will return in the spring when the project starts up again.

Approval of Minutes

Corrections to the November 11, 2020, minutes were pointed out by Kim.

1. The contract for Yeley Consulting was voted on and approved at the November 11, 2020, meeting by a unanimous vote.
2. Amount received from Klamath County for Property Taxes was \$21,325.81.

Motion was made by Cathy Lane and 2nd by Lauretta Butler. Motion approved unanimously.

Treasurers Report

The first bills have been sent out and \$2500 has been collected so far.
Data base is fully loaded, now the loading of the grinder pumps is being worked on.
One customer, Cathi Lane, paid for a full year up front.
Commercial Billing has not been completed yet but is being worked on.

Motion was made by Laurette Butler and 2nd by Cathi Lane to exempt business shut down by Covid from the sewer charges during the shutdown. Motion approved unanimously.

Approval of Treasurer Report

Current CSD Checking Account Balance: \$48,242.42

Upcoming Bills: Approximately \$10,900

RCAC Loan payment approx. \$1800 due 12-31-2020

Webmaster \$475

DEQ draw of \$107,433.80 has been requested

IFA draw of \$9265 has been requested

Motion to pay bills made by Laurette Butler and 2nd by Cathi Lane. Motion approved unanimously.

President's Report

Applications were sent to all residences and business. Concerns regarding terms 2 and 4 were expressed by a customer. Upon further review and board discussion, terms 2 and 4 are to be removed. Application to be revised and terms 2 and 4 to be removed. Revised application and terms to be put on our website, sent to the concerned customer, and be placed on next bills.

Motion to modify terms of application made by Cathi Lane and 2nd by Laurette Butler. Motion approved unanimously.

Audit has been completed for fiscal year 17-18. Nothing reportable found.

Auditors are currently working on fiscal year 18-19. Expected to be completed by December 15, 2020.

Received quote of \$6500 for system liability insurance.

Chris was hired as office manager to work 30 hours per week. Due to getting the sewer office operations set up, including the billing, Chris is working more than that.

Motion to pay Chris for hours above 30 hours/week was made by Laurette Butler and 2nd by Cathi Lane. Motion approved unanimously.

Kim spoke with Annette with the Crescent Water District. The water district to send a letter to all commercial accounts asking for permission to give CSD their water usage each month. Crescent water would like to charge CSD for sending the monthly water usage.

There was also discussion on what CSD should charge for documentation ie \$25/hour

Motion made by Laurette Butler to offer to pay \$25 per month for the water report. Doris Allphin 2nd the motion. Motion approved unanimously.

Project Manager's Report

Chuck suggested that the district consider investing contingency fund into long term CDs.

Motion was made by Cathi Lane that as funding permits, that district to invest contingency funds in long term CSD, and that this be looked at month to month.

Motion 2nd by Laurette Butler. Motion approved unanimously.

Chuck in process of reviewing budget needed for completing Rosedale Complex, Big Pines RV Park, and the Kaehn Road RV park. Once he has completed his review, he will then review it with Kathy Estes with DEQ.

Chuck was approached by Gil Ernst regarding CSD taking over the Gilchrist sewer. Gilchrist proposed when the annexation is completed that CSD take over the collections of the sewer and that

Gilchrist charge CSD for the treatment of the sewage until the sewer is connected to CSD. Chuck is working on this and will have more information at the next meeting.

Agenda for Next Meeting

Investing funds in long term CDs and update from Chuck regarding taking over billing for Gilchrist sewer and cost to treat sewage.

Adjournment

Meeting was adjourned by 6:30pm by Kim Mathers. The next general meeting will be at 5:00pm on January 13, 2020 at the CSD office.

Minutes submitted by: Doris Allphin, Vice President