

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

January 13, 2021



The regular meeting of the Crescent Sanitary District Board was called to order at 5:05 pm on January 13, 2021, at Crescent Sanitary District office.

Present

Kim Mathers, President
Doris Allphin, Vice President
Cathi Lane, Member at Large
Lauretta Butler, Member at Large
Charles Lawrence, Project Manager
Christine Kreider, Office Manager
Jacob Dozier, Sewer Operator

Approval of Minutes

Motion was made by Cathy Lane and 2nd by Lauretta Butler to approve the minutes for the last meeting on December 9, 2020. Motion approved unanimously.

Treasurer Report

Current CSD Checking Account Balance: \$106,017.79

Upcoming Bills: \$ 228.00 Dept of Revenue – Transit Tax

\$ 57.82 One Call

\$ 47.40 Wilderness Garbage

\$ 93.32 Crescent Water

\$1900.00 SGA Certified Public Accountants & Consultants

Due to questions regarding some of the bills, Kim will come into office and review CSD's accounts and report back to the board at the next meeting. Motion was made by Cathi Lane and 2nd by Lauretta Butler to have a special board meeting on Friday, January 15, 2021 at 5:00 PM to address bills after Kim has had time to review CSD books. Motion approved unanimously.

Donna Werner made request of CSD that CSD pay the cost of the sewer for the office building at 136745 Hwy 97, Crescent which CSD occupies. Donna provides the electricity and water for the building. Motion was made by Lauretta Butler that CSD not charge for the sewer at this location. 2nd by Cathi Lane. Motion approved unanimously.

Jacob Dozier, Sewer Operator, updated the board about his training and certifications. Jacob has completed certification in two areas and just has the DEQ certification left to complete.

Jacob informed board that he had found a 1999 Freightliner for \$44,900 Sewer Pumping Truck for use in decommissioning septic tanks. He was told the board needed 3 quotes for trucks before moving forward with a purchase of a truck.

President's Report

Kim presented board with a letter of engagement for the 20-21 audit from SGA Certified Public Accountants & Consultants, our auditors. Estimated fees not to exceed \$12,500. Motion was made by Cathi Lane to table this item until the next board meeting on Friday, January 15, 2021 and 2nd by Laretta Butler. Motion approved unanimously.

Kim informed the board that CSD needs to provide a 1099 for Yeley Consulting by January 31, 2021.

Plan of Corrective Action, addressed to the Oregon Secretary of State, for the deficiencies reported in our audit of fiscal year ending June 30, 2019, was presented to the board. Motion was made by Cathi Lane to approve the plan of action and was 2nd by Laretta Butler. Motion was approved unanimously.

Discussion was continued regarding contracting with Crescent Water to receive water usage for commercial businesses within the district. There are only four businesses in the district that would require water usage for sewer billing. Discussion was tabled until the next meeting to discuss sewer rates for businesses that would not require water usage information.

Kim presented her resignation to the board effective Monday, January 18, 2021. Doris Allphin was appointed as President and Laretta Butler was appointed Vice President.

Project Manager's Report

Chuck presented the board with an agreement to manage maintenance and operations of the collection for Gilchrist Sewer Company. Motion was made by Cathi Lane and 2nd by Laretta Butler that the agreement with Gilchrist Sewer Company be approved. Motion was approved unanimously.

Chuck also informed board that monitoring equipment for all the lift stations has been ordered.

Agenda for Next Meeting

Updated treasurer report and payment of bills, response to the letter of engagement for the auditors, further discussion about commercial sewer rates without the use of water usage.

Adjournment

Meeting was adjourned by 7:54pm by Kim Mathers. The next general meeting will be at 5:00pm on January 15, 2020 at the CSD office.

Minutes submitted by: Doris Allphin, Vice President