

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

January 15, 2021



A special meeting of the Crescent Sanitary District Board was called to order at 5:05 pm on January 20, 2021, at Crescent Sanitary District office.

Present

Kim Mathers, President
Doris Allphin, Vice President
Cathi Lane, Member at Large
Lauretta Butler, Member at Large

Office Manager was asked to exclude herself from this meeting.

Approval of Minutes

Motion was made by Lauretta Butler and 2nd by Kim Mathers to approve the minutes of the last meeting on January 13, 2021. Motion approved unanimously.

Special Meeting was called due to questions and concerns regarding CSD accounts payable arising at the January 13, 2021, regular meeting and how much money had been received in sewer collections. Kim Mathers, President, spend Thursday and Friday in the CSD office reviewing the CSD's account and reported back to the board.

It was found that several payments had been made on bills that CSD had not yet received reimbursement for. It was also found that several bills had not been paid that CSD had received reimbursement for. In addition, the sewer collection billing is not complete and no tracking of customer payments in QuickBooks.

There was discussion by the board regarding the Office Manager's inability to keep the accounts payable organized and the collection billing is not fully functioning. The Office Manager lacks organization and was not completing task even though when questioned she would claim the task was completed. The Office Manager lacks patience when working with the public.

It was noted that there was no evidence of any misappropriation of funds.

Board decision is that Office Manager lacks skills necessary to fully perform all her job duties. Board to meet with the Office Manager on Tuesday at 9AM. The board, by unanimous decision, to request her resignation as office manager.

Kim Mathers asked to rescind her resignation and to continue as board President. By unanimous decision the Board accepted that Kim's resignation be rescinded, and that Kim continue as President of the Crescent Sanitary Board.

Minutes submitted by: Doris Allphin, Vice President