

# Crescent Sanitary District

PO Box 265  
Crescent, OR. 97733

## CSD Board Meeting Minutes

January 20, 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

### Approval of Minutes

Motion was made by Lauretta Butler and 2<sup>nd</sup> by Kim Mathers to approve the minutes of the last meeting on January 15, 2021. Motion approved unanimously.

Special Meeting was called due to Office Manager's refusal to resign on Tuesday, January 19, 2021.

Motion was made by Lauretta Butler and 2<sup>nd</sup> by Doris Allphin that the Office Manager's employment with CSD be terminated immediately. Motion passed unanimously.

Motion was made by Lauretta Butler and 2<sup>nd</sup> by Cathi Lane to remove Christine Kreider from the board. Motion passed unanimously.

Kim Mathers informed the board that she had made the journal entries as instructed by the auditor for 2018 and 2019. While speaking with the auditor, the auditor suggested that CSD look at getting a billing software for doing sewer collection bills. Quick Books was not designed for doing 400+ billing accounts. Motion was made by Cathi Lane and 2<sup>nd</sup> by Lauretta Butler, for Kim Mathers to find and purchase an appropriate billing software that will work with Quick Books. Motion approved unanimously.

Board discussed where things were at with the current operations of the office. Kim, with Lauretta's help, are going to finish going through the billing spreadsheets to confirm what customers have and have not paid their sewer bills. Kim is also going to purchase a billing software and the necessary forms to complete W2 and 1099 for 2020. Currently there are only two board members authorized to sign checks, Kim Mathers, and Doris Allphin. With Kim out of town that only leaves Doris available to sign. Motion was made by Cathi Lane and 2<sup>nd</sup> by Doris Allphin that Doris will sign checks, since one signature is all that the bank requires, and Lauretta Butler will initial next to Doris' signature on all checks. Motion approved unanimously.

Board discussed office payroll. Payroll is completed through direct deposit and the information must be transmitted every other Wednesday, with Wednesday, January 27, 2021, being the next time, this is to be done. It was discussed and decided that timecards for all employees must have the time their shift started and ended not just the number of hours they worked in a day.

Kim presented to the board that the Current CSD Checking Account Balance is \$15,492. \$80,000 has been paid to Morello Construction, \$19,000 to the Auditor, and a past due water bill have all been paid. There was \$2500 received from Walker Range for a connection charge. Kim will check with Chuck Lawrence about where it is written that commercial properties pay and hook up fee. Kim also informed the board that there is an upcoming bill. At the end of January there will be a \$6500 insurance bill due.

Meeting was adjourned at 5:40 by Kim Mathers. The next meeting will be the regular meeting at 5pm on Wednesday, February 10, 2021, at the CSD office.

Minutes submitted by: Doris Allphin, Vice President