

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

April 14, 2021



A regular meeting of the Crescent Sanitary District Board was called to order at 5:04 pm on April 14, 2021, at Crescent Sanitary District office.

Present

Kim Mathers, President (via telephone)
Doris Allphin, Vice President
Cathi Lane, Member at Large
Lauretta Butler, Member at Large
Chuck Lawrence, Project Manager
Jeff Yeley, Owner of the Project Management Firm

Treasurer Report

Doris Allphin presented the Treasurer Report as of April 14, 2021

Current Bank Account Balance	\$10,771.24
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Outstanding Bills to Pay

Sequoyah Software & Consulting (total bill \$1883.28)	\$ 500.00
Midstate Electric	\$ 37.95
Midstate Electric	\$ 155.70
Midstate Electric	\$ 63.27
Midstate Electric	\$ 59.46
Midstate Electric	\$ 34.54
Midstate Electric	\$ 156.42
Midstate Electric	\$ 96.60
Century Link (phones & internet)	\$ 105.68
One Call Concepts (line locates)	\$ 7.51
Wex Bank (Shell Oil Card)	\$ 118.16
Republic Services (garbage)	\$ 15.80

Total Bills to Pay	\$ 1,351.09
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Balance after bills are paid	\$ 9,420.15
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Bills coming due May 1, 2021:

Yeley Consulting (reimbursable)	\$6250.00
Gilchrist Water	\$1200.00

State of Oregon payroll taxes are paid and current.

Motion was made by Lauretta Butler that the bills presented be paid. Motion was 2nd by Cathi Lane. Motion approved unanimously.

Approval of Minutes

Motion was made by Laurretta Butler and 2nd by Cathi Lane to approve the minutes of the last meeting on March 10, 2021. Motion approved unanimously.

President's Report

Kim reported that she was sending letters to State Legislators regarding Covid 19 relief funds for the district. Chuck said he had also written a letter asking for relief funds, as well.

Kim informed the board that there had been a water line burst at the sewer plant after the meter had been read. Jacob fixed, tested, and then turned off the water. Still need to heat tape the line and wrap it with insulation. Water bill is \$2200. Water Board is generously allowing CSD to make monthly installments on the bill.

Kim reported that IFA was holding up funding due to a delinquent audit. CSD had submitted an amendment to move funds from one line item to another. Kim received an email from IFA about CSD's delinquent audit and that IRA was holding funds until the audit is completed. Kim responded explaining why CSD's audit had not been completed. The project had suffered from holdups due to Covid 19 and CSD was not able to begin receiving revenue as early as was expected. There are funds for the Gilchrist project. Janna with IRA responded stating that it looks like CSD will be in compliance soon so CSD can move forward with the project.

Kim updated the board on the Gilchrist Annexation status. CSD received an email from the Oregon Health Authority. Due to new rules, it is believed that things will pass with DOJ.

Kim Mather's asked the CSD Office Assistant for an aging income report through April 14, 2021. Currently there are 57 accounts with balances from March. There are 28 accounts that are two months behind. 25 accounts that are three months behind. 212 accounts are paid. 19 accounts have a credit. Chuck to work with the CSD Office Assistant to review past due accounts. Resolution will be needed regarding shutting off water for nonpayment of sewer fees. Gilchrist Water is willing to shut off water for nonpayment of sewer fees. Crescent Water is unwilling to cooperate.

Project Manger's Report

Chuck updated the board on the current project. Crescent is almost complete. Big Pines RV Park is complete. RV Park on Kaehn Road should be done soon. Property owner has agreed that the lawn will be seeded where it was dug up. Rosedale Complex should be complete in about 2 weeks. With these 3 projected complete, then it is finishing up the clean up in Crescent and then Crescent will be complete. Construction is moving very well and Morello projects that they will be done by the end of May. Chuck, Nicole, Sam, and Jacob will be going property to property to inspect and be sure all cleanup is complete.

Representative Iverson's office reached out to Chuck. A request for a 1-million-dollar grant from general and lottery funds was put into the state's budget on CSD behalf.

Chuck is putting in for Governor's Covid Relief funds. CSD is a prime example of who it is designed for.

Chuck updated the board about the jetter trailer. Waiting to hear back from the seller. Estimated cost is about \$30,000.

Meeting was adjourned at 6:23pm by Kim Mathers. The next meeting will be the regular meeting at 5pm on Wednesday, May 12, 2021, at the CSD office.

Minutes submitted by: Doris Allphin, Vice President