

## Crescent Sanitary District

PO Box 265  
Crescent, OR. 97733

### CSD Board Meeting Minutes

February 10, 2021



A regular meeting of the Crescent Sanitary District Board was called to order at 5:00 pm on February 10, 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

#### Treasurer Report

Doris Allphin presented the Treasurer Report as of February 10, 2021

Current Bank Account Balance	\$9,464.31
Outstanding Bills to Pay	
Republic Services (garbage)	\$ 15.80
SGA (accountant's services for assisting Kim to make journal entries	\$ 152.00
RCAC	\$1,626.51
Midstate Electric	\$ 493.16
Selectemp	\$ 598.32
Total Bills to Pay	\$2,885.79
Balance after above bills are paid	\$6,578.52
Deposit made 2-10-2021	\$ 432.00
Adjusted Balance	\$7,010.52
Other Revenues Projected to Come in	
IFA Reimbursement	\$ 8,224.00
DEQ Reimbursement	\$11,446.00
Sale of 5 Grinder Pumps To Lakeview @ \$4100 each	\$20,500.00
Revenues After all Projected Comes In	\$47,180.52

Kim reminded everyone that we still owe Marelo \$27,000.

Doris asked the board if the Selectemp invoices could be paid upon receipt as they are for Shea's payroll. Motion was made by Lauretta Butler that Selectemp be paid as the invoice come in. Motion was 2<sup>nd</sup> by Cathi Lane. Motion approved unanimously.

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

#### Approval of Minutes

Motion was made by Cathi Lane and 2<sup>nd</sup> by Laretta Butler to approve the minutes of the last meeting on January 20, 2021. Motion approved unanimously.

### **President's Report**

Kim Mather's informed the board that she had contacted Washington Federal Bank regarding a \$20,000 line of credit. As part of the application process the bank needs it to show in the minutes that the board approved the bank to work with Kim Mathers regarding this application. Motion was made by Cathi Lane that Crescent Sanitary District request a \$20,000 line of credit with Washington Federal Bank and that Kim Mathers work with the bank completing the application. Motion was 2<sup>nd</sup> by Laretta Butler. Motion approved unanimously.

Kim asked Chuck for an update on Jacob's certification process. Jacob is scheduled for his first test next week and the 2<sup>nd</sup> test to complete the certification the week after that. An extension for time to complete the certification has not been requested yet. In the event that Jacob does not complete the testing as scheduled then an extension request will need to be made.

### **Project Manager's Report**

Carman did an updated construction budget. We are \$890,000 short to complete construction. Meeting is being set up for Carman, Tawnie with IFA, Chuck and Kim to brainstorm how to get the necessary money. Chuck needs to raise about another million dollars. If we must raise another million it could cause rates to have to go up.

Chuck informed the board that there is a compound pressure line in the Gilchrist compound that is almost completely blocked and will need to be replaced. Possible cost of about \$20,000.

Chuck spoke with Annette with the Water District about a possible water rationing this summer. This could affect our ability to repair lawns as part of the cleanup. We could plant seed for the repairs, but property owners may not be able to water enough to allow the grass to grow. We will need to watch how the water issues develop in the upcoming weeks.

Chuck reminded the board that approximately \$230,000 will need to be put away in contingency funds in the next two years. As we have available funds, we should look at putting it into CD's to earn interest and be set aside for the contingency fund. Motion was made by Cathi Lane and 2<sup>nd</sup> by Laretta Butler that CSD buy CD's when we have revenue available to be put aside for contingency funds.

Chuck presented the board with a public notice to be posted updating the community about the status of construction. Board approved of the notice and agreed it should be posted

Chuck will be advertising for budget committee members. Three are needed. Chuck will post notices on the bulletin boards at the post office and CSD office.

Mission Monitoring system has been installed and is online. Jacob's phone received notification when alarms go off.

CSD has few extra grinder pumps and will be selling five of them to Lakeview at a price of \$4100 each. Board agreed that a buyer should be found to purchase the other extra grinder pumps. Cathi suggested that the funds be used towards purchasing CD's towards the contingency funds.

Chuck presented the board with three jet/vac trucks that had been found. Motion was made by Cathi Lane and 2<sup>nd</sup> by Laretta Butler to set a limit of \$60,000 to purchase a jet vac truck. Truck must be

presented Kim and/or Doris for final approval but does not need to go to a full board for approval of the purchase.

Kim brought up that we needed to invoice Janet David for her grinder pump. It was agreed that she should be invoiced \$5000.

Meeting was adjourned at 6:29pm by Kim Mathers. The next meeting will be the regular meeting at 5pm on Wednesday, March 10, 2021, at the CSD office.

Minutes submitted by: Doris Allphin, Vice President