

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

March 10, 2021



A regular meeting of the Crescent Sanitary District Board was called to order at 5:00 pm on March 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
Chuck Lawrence, Project Manager

Treasurer Report

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

Current Bank Account Balance	\$16,906.51
Outstanding Bills to Pay	
Gilchrist Water Company (32 hours for Eric's salary)	\$ 702.55
Republic Services (garbage)	\$ 15.80
Shell Oil (Due 3/17/21)	\$ 199.71
Sequoyah Software & Consulting (total bill \$2389.28)	\$ 500.00
Oregon Department of Revenue	\$ 76.38
Oregon Department of Revenue	\$ 735.00
Oregon Water Resources	\$ 100.00
Oregon Secretary of State (2 checks for \$40 each)	\$ 80.00
Total Bills to Pay	\$ 2409.44
Balance after above bills are paid	\$14,497.07

Bills for reimbursement:

Yeley Consulting	\$6250.00
Local Government Law Group PC	\$ 735.00

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

Doris Allphin asked the boards thoughts about canceling all auto pays for bills and issuing checks manually, instead. Board agreed this would be a better arrangement. Kim Mathers brought up also canceling paperless billing as well. Board agreed both auto pay and paperless billing should be stopped.

Approval of Minutes

Doris Allphin informed the board that the dollar amounts listed in the minutes should be \$20,500 for the projected sale of the 5 grinder pumps to Lakeview and the revenues after all projected comes in should be \$47,180.52

Kim Mathers asked about the RCAC bill and if CSD was current. Chuck Lawrence confirmed that CSD was current on the RCAC bill.

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

President's Report

Kim Mather's asked the CSD Officer Assistant for an aging income report through March 9, 2021. Currently there are 53 connections with bills not paid in the last 30 days. CSD policy on collections states CSD will shut off the service for nonpayment. Board discussed putting a lien against the property after 90 days of nonpayment instead of shutting off the service. Consensus of the board was that if the account is not paid before 15 days after the 2nd month past due, a collection letter will be sent to the property owner stating that a lien will be placed against the property if the account becomes 90 days past due. Chuck Lawrence to prepare a resolution to correct/update this policy for the boards next meeting.

Laretta Butler informed the board that the Office Assistant had notified her that he needed coverage for the office on March 18 and 19, 2021, as he would be out of town. Laretta asked if she could be paid for the hours she staffs the office in the Office Assistant's absence. It was also discussed that the project manager and the sewer operator could also be used to help staff the office when the office assistant needed to be out.

Motion was made by Cathi Lane to bring Laretta Butler on as a contractor to cover the office when the office assistant was out. Motion was 2nd by Doris Allphin. Kim Mathers, Doris Allphin, Cathi Lane all voted in favor. Laretta Butler abstained. Chuck Lawrence to prepare a contract for Laretta's services.

Kim Mather's informed the board that she had received an invoice from QuickBooks for the yearly service agreement in the amount of \$500 and that it was due in April. This account is assigned to Kim's debit card and will be paid via autopay as it is currently set up.

Kim Mather's informed the board that she has been working with Washington Federal Bank regarding a \$20,000 line of credit. The 2019-2020 audit is needed before the application can be completed.

Kim asked Chuck for an update on Jacob's certification process. Jacob passed the collections test but had failed the wastewater treatment portion. DEQ paperwork and fees have been submitted again so that he can be scheduled to retake the wastewater treatment portion of the test. Jacob is just waiting to hear back from DEQ.

Kim asked Chuck about the search for the septic jet/vac truck or trailer. Chuck told the board that a trailer style system had been found and that Jacob was in touch with the seller to see if it would fit our needs and discuss the possibility of purchase.

Project Manger's Report

Chuck told the board he had requested two \$40 checks be issued to the Secretary of State Office. As part of the audit process P & L reports were to have been set. Chuck has the P & L reports and will be submitting them to the Secretary of State.

In addition to the P & L reports to be files, there is an annual report that must be filed with the Secretary of State's office that required a \$50 fee. Chuck has the report prepared and just needs the check so that he can submit the annual report.

Chuck also told the board that he had spoke with the Secretary of State's office about the current audit being late. The Secretary of State's office understands that it is late due to cash flow problems and is aware CSD is working to get it completed asap.

Chuck was approached by Bruce Hall with Big Pines RV Park regarding the \$10.50/unit/month sewer charge. It was asked if, instead of the monthly rate, could it be a daily rate. Currently, there is a report that RV parks, motels, and hotels must submit to the county on occupancy rate. It is completed based on a daily rate. Having the monthly rate converted to a daily rate would make reporting usage to CSD much easier.

Motion was made by Cathi Lane and 2nd by Doris Allphin to change how CSD bills for hotels, motels, and RV parks to a daily rate and that CSD charge based off the daily occupancy rate billing structure. Motion was approved unanimously.

Chuck presented to the board that he has been working with IFA and DEQ regarding the continued funding of the project. IFA will be funding the Gilchrist project. DEQ will not. DEQ will be funding the completion of the Crescent project. Chuck has submitted all necessary documents for an additional \$1,000,000. Resolution No 01-2021 to borrow the additional \$1,000,000 funds was read and approved with 4 yay and zero nay. The funds include moneys for the pumper truck, contingency funds, generators, pads, and security fencing. It does not include funds for decommissioning or generators for Gilchrist. Chuck has been in contact with the county regarding the decommissioning. There is no time limit as to how soon decommissioning much take place. CSD can take as much time as need but must notify the county as each tax lot is decommissioned.

IFA did approve a change order to purchase lift stations for Gilchrist.

Morello has ordered all the piping needed to complete the project.

Morello was hoping to be back on March 29, 2021, with two crews to get started on the projects again. Due to snow and frozen ground, it is very unlikely and expected to be delayed by a couple of weeks. It is possible the Morello may send a small crew to start with clean up. Estimate to complete the full construction is 6 to 8 weeks for each area plus clean up.

Chuck updated the board regarding the possible sale of five grinder pumps to Lakeview at a price of \$4100 each. Lakeview is having to go out for bid on their project. Once the contract for the project is awarded, Lakeview will let the contractor know of the grinder pumps that CSD has for sale and the price for possible purchase.

Chuck reminded the board of the need for three budget committee members.

Election for board membership is coming up in the May election. Candidate filing is due by March 18, 2021 or by write in. Four of the 5 board seats are up for election.

Cathi Lane asked Chuck what CSD total indebtedness is. Currently the total budget for the project is \$12,000,000 with \$6,500,000 in debt.

Meeting was adjourned at 6:09pm by Kim Mathers. The next meeting will be the regular meeting at 5pm on Wednesday, April 14, 2021, at the CSD office.

Minutes submitted by: Doris Allphin, Vice President