

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

May 12, 2021



A regular meeting of the Crescent Sanitary District Board was called to order at 5:00 pm on May 12, 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
Nicole Bundy, Project Engineer with Anderson Engineering
Jacob Dozier, Sewer Plant Operator
Marvin Hicks

Approval of Minutes

Motion was made by Lauretta Butler and 2nd by Cathi Lane to approve the minutes of the last meeting on April 14, 2021. Motion approved unanimously.

Treasurer Report

Doris Allphin presented the Treasurer Report as of May 12, 2021

Current Bank Account Balance	\$ 7,105.83
Outstanding Bills to Pay	
Ace Hardware	\$ 57.98
Crescent Water Supply (total bill \$2,241.04)	\$ 500.00
DEQ	\$ 180.00
Gilchrist Water	\$1,200.00
Midstate Electric	\$ 700.27
Moore Printing Company	\$ 428.50
Republic Services (garbage)	\$ 15.80
Sequoyah Software & Consulting (total bill \$1389.28)	\$ 500.00
Stevens Water Monitoring Systems, Inc.	\$ 171.77
Verizon	\$ 284.34
Total Bills to Pay	\$ 4035.66
Balance after bills are paid	\$ 3070.17

Discussion regarding bills was not to pay DEQ. Chuck to look into this invoice to be sure we are not double billed. Board discussed Crescent Water invoice and chose to make \$500 payment. Board approved Office Assistant to pay all utility bills when received and not wait for board approval at next meeting. Board does want an itemization of the utility bills paid each month.

Board also discussed payment of the Shell card. CSD is spending \$600 to \$700 a month. The Shell card is being maxed and having to use debit card when that happens. Motion was made by Cathi Lane and 2nd by Doris Allphin to allow the Office Assistant to pay the invoice when received and not wait for board approval at the next meeting and for Kim Mathers will contact Shell to see about getting the credit limit increased. Motion approved unanimously.

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

Project Engineer's Report

Nicole Bundy from Anderson Engineering was present and provided update on the project status. Crescent is 100% hooked up except for 1 bathroom to a home north of Ken's Sporting Goods building.

Today setup with the rebar and forms for all generator pads were completed.

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Current focus is to complete Gilchrist and then do clean up.

As part of the clean up Nicole will have a form for the property owner to sign. A member of the work crew will knock on the door of each home, checking in with the owner to let them know they are there to do the clean up and inquire if there are any specific issues the owner has. If there are issues or the owner is not satisfied with the cleanup, Nicole will then step in.

Anderson Engineering is still working on the waste station. They expect to have those plans completed in a couple of weeks.

In Gilchrist there has been an issue at every lift station. A grinder pump will be needed at the lift station at the north end of the Gilchrist Mall near the bank. All lift stations are in. Electrician will be on site on Monday. All lines have been tested. Still need to test all the pumps. ETA is a couple weeks to complete the job and then just the cleanup.

Nicole suggested that things be put together to empower the office assistant and sewer plant operator to handle things that come up.

Nicole also suggested that Anderson Engineering start initial plans to replace sewer infrastructure in Gilchrist in the future.

Nicole will be meeting with the President of the Gilchrist Homeowners Association tomorrow to discuss the work happening in Gilchrist.

President's Report

Discussion regarding past due bills. A draft of a letter to be sent to property owners regarding past due bills was presented and discussion of past due accounts being turned into to the tax assessor for payment. The past due amount would become part of the property owner's tax bill. Chuck to speak with the county and modify the drafted letter.

Election ballots are due May 18, 2021. If there are any vacant positions on the board, after the election, CSD will have to solicit members of the district and appoint a person to the board.

Update on the audit. IFA wanted status of the audit and will not distribute funds until they get an audit status update. Kim has asked RCAC for a loan adding \$12,000 to CSD's current loan to cover the cost of the audit. Loan was approved by RCAC.

Project Manger's Report

Chuck is starting on the budget and hopes to have it completed by the end of the month. Two people have been found to serve on the budget committee. A third person is needed. Budget is due to the state by July 1, 2021.

Sewer ordinance resolution change was sent to Kim for signature. Change included word changes regarding the collection procedures for past due bills and the shutting off water for nonpayment of sewer bill. Chuck to check with the tax assessor regarding billing after an account has been turned into the tax assessor for nonpayment and if CSD can shutoff service to the property.

Oregon Health Authority did not approve the annexation of Gilchrist for health reasons. They were only concerned with drinking water being contaminated. CSD will need 51% of the residents in Gilchrist to sign the petition in favor of the annexation. CSD will need to go door to door for signatures.

Letters have been sent requesting million dollars in lottery money as a grant. If received the funds could be used to pay off the loan taken for the Gilchrist portion of the project. Letters have been sent to the Ways and Means Committee explaining why the funds are needed.

CSD has also put in for Covid relieve funds.

Meeting was adjourned at 7:00pm by Kim Mathers. The next meeting will be the regular meeting at 5pm on Wednesday, June 9, 2021, at the CSD office.

Minutes submitted by: Doris Allphin, Vice President