

Crescent Sanitary District

PO Box 265
Crescent, OR. 97733

CSD Board Meeting Minutes

June 9, 2021



A regular meeting of the Crescent Sanitary District Board was called to order at 5:02 pm on June 9, 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, Yeley Consulting

Approval of Minutes

Motion was made by Cathi Lane and 2nd by Lauretta Butler to approve the minutes of the last meeting on May 12, 2021. Motion approved unanimously.

Treasurer Report

Doris Allphin presented the Treasurer Report as of June 9, 2021

Current Bank Account Balance	\$17,412.06
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Bills Paid

Rent	\$1,000.00
Midstate Electric	\$ 812.23
Midstate Electric	\$ 73.73
Gilchrist Water Company	\$1,483.20
Gilchrist Water Company	\$ 797.22
Selectemp	\$ 997.20
Selectemp	\$ 585.86
Jeffery B Yeley Consulting	\$6,250.00
RCAC	\$1,625.51
Wex Bank	\$ 326.02

Outstanding Bills to Pay

Sequoyah Software & Consulting	\$ 389.28
Crescent Water Supply (total bill \$1836.68)	\$ 500.00
Verizon	\$ 289.51
Local Government Law Group	\$ 193.00
Government Ethics Commission	\$ 87.82
Ace Hardware	\$ 10.55
Jeffery Yeley LLC	\$10,000.00
Jeffrey Yeley LLC	\$6,250.00
Republic Services (garbage)	\$ 15.80

DEQ	\$ 100.00
DEQ	\$ 80.00
Anderson Engineering	\$17,075.00
Workers' Compensation	\$1,182.08

Sewer Fee Revenue for June	\$9,154.66
Bruce Hall Lift Station Revenue	\$7,500.00

Estimated Sewer Revenue to be collected for June	\$5,040.00
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Sewer Collections

Commercial Accounts

One commercial account still owes for their stub fee.

There are two commercial accounts that are 120 days past due.

There is one commercial account this is 90 days past due.

All other commercial accounts are current.

Residential Accounts

25 accounts have a credit.

159 Accounts have a zero balance.

105 Accounts have a balance of \$48 and are current.

16 Accounts have a balance of \$96 and are 30 days delinquent.

8 Accounts have a balance of \$144 and are 60 days delinquent.

10 Accounts have a balance of \$192 and are 90 days delinquent.

15 Accounts have balance of \$240 and are 120 days delinquent.

Kim will go over all these accounts with Shea next week.

President's Report

The administrative assistant's temp contract will end on June 11, 2021. The administrative assistant will become CSD employee on Monday, June 14, 2021. Work schedule will be Monday thru Thursday 32hrs/week. No benefits will be paid with the position. Office will be closed on Fridays, but the sewer plant operator will still be working. Administrative assistant job description was discussed. Job description will include, but not limited to, the admin. assistant servicing as the designated custodian of records, the district's election official, preparing annual operating budget for the board, secretary to the board, and updating CSD website.

Motion was made by Cathi Lane and 2nd by Doris Allphin that the administrative assistant position be offered to Shea. Motion approved unanimously. Kim will present new job description to Shea on Monday.

Kim announced that she will be coming to town next week. She will be working with Shea on the audit. Kim, along with Chuck and Nicole will be attending a Gilchrist Homeowner's Association meeting on Tuesday to discuss the Gilchrist annexation.

Motion was made by Cathi Lane and 2nd by Doris Allphin that CSD pay for Kim's roundtrip airfare for this trip. Motion approved unanimously.

Kim informed the board that She, Doris, and Shea met with the auditor on Tuesday and answered questions for the auditor.

Kim presented the election results. Doris and Kim were reelected. She did not know if the write ins had been notified. Kim to call the county next week to see if any of the elected have accepted. If there is any position still vacant, Marvin Hicks is interested in serving on the board.

Kim informed the board that she had been approached by Laretta Butler and a resident with concerns with the project cleanup. Specifically, erosion and aesthetics. There was discussion regarding erosion at the Butler property. Board consensus was to provide the Butlers with railroad ties to use as a retaining wall to fight the erosion. The Butlers will provide the labor and CSD to provide the railroad ties.

Project Engineer's Report

Nicole was unable to stay for the meeting, so Chuck presented a couple items for her.

In Gilchrist, Midstate hooked up the last pump today and Gilchrist is now live.

Clean up is expected to be completed by June 30, 2021.

There was a water line broke at 590 Kaehn Road and the landowner has requested assistance with paying the water bill for the excess usage due to the break. Chuck to check into the situation and see who is at fault for the break and if it might be reimbursable. Consensus of the board was to pay half of the water bill to assist the landowner.

Project Manager's Report

Chuck presented the board with his resignation with the project management agreement. Yeley Consulting will move into the operations agreement now to develop the policies, procedures, and resolutions. Chuck will not be attending anymore meetings but is always available via telephone.

Chuck to prepare a public notice to post at the post offices and CSD website to explain why the new septic system does not affect the local drinking water and the current water shortage in the area.

Budget is still being worked on. The LB50 has been completed. Chuck will be working with Shea next week to obtain actual dollar amounts and will analyze revenue. It may be necessary to consider raising rates based on operational cost.

Chuck will be attending Gilchrist Homeowner's meeting to discuss annexation.

The pump trailer that Jacob has been interested in purchasing has not been completed yet. Jacob is currently looking for another pump trailer to purchase in case the one we are working on to purchase does not work out.

The board discussed purchasing a new office chair for the administrative assistant. Consensus was to purchase a chair. Kim to make the purchase while she is in the office next week.

Meeting was adjourned at 7:00pm by Kim Mathers. The next meeting will be the regular meeting at 5pm on Wednesday, July 14, 2021, at the CSD office.

Minutes submitted by: Doris Allphin, Vice President