

Crescent Sanitary District

136745 HWY
PO Box 265
Crescent, OR. 97733
541-433-2951



BOARD MEETING MINUTES

March 16, 2022

Board Members in Attendance

- Kim Mathers – President – Via Phone
- Doris Allphin – Vice President
- Laurretta Butler – Secretary/Treasurer
- Marvin Hicks – Member at Larger
- Scott DeCarlo – Member at Larger
- Brenda Ashcraft – Office Administrator
- Jacob Dozier - Operator

Guest:

- Kathy Lane – Member of the community
- Terry Roseberry – Member of the community
- Candace Roseberry – Owner of Ponderosa Bakery - Gilchrist

Meeting called to order by: Kim Mathers at 5:00pm

Approval of Minutes

Doris Allphin made a motion to approve February minutes. Marvin Hicks seconded the motion. Motion passed unanimously.

Treasurer Report: Laurretta Butler

Laurretta presented individual cost as well as total cost of operations and service expenses. Laurretta also presented before the board up coming bills for approval to pay. Laurretta proposed that Gilchrist Water Invoice #58438 for hours worked on the Ernst Mall/Ponderosa Bakery be held off for payment, in order to receive more information regarding those who worked on the project and responsibility for paying for the project. Laurretta Butler motioned that CSD pay all bills except Gilchrist Water Invoice# 58438 and Scott DeCarlo seconded the motion. Motion passed unanimously.

Presidents Report: Kim Mathers

Nicole Brady with Anderson Engineering came out to CSD February 24, 2022 to do final report due to DEQ on the review of CSD's Operations and Maintenance Manual and the inspection of the pumps, grinders and lift pumps. CSD did pass this inspection, however, during the inspection it was found that Lift Station 3 has an electrical issue, that was hooked up incorrectly, we have an electrician that will be coming out to fix the issue. The Operations and Maintenance Manual report prepared is available at Crescent Sanitary District, it is about 78 pages

The decommissioning of the tanks per the County is that there is not a time limit on this. It is a lot of paper work for the County, so we can progress in a timely manner. There is a budget of the decommis-

sioning that CSD is currently working to keep up with the expenses as they progress.

The American Rescue Plan Acting Fund of \$835,000 has been transferred to Oregon general funding as of 2/28/22, this is good news for CSD. The CSD would like to purchase needed equipment and pay off loans and a portion of the Gilchrist debt. Our time line for an answer is around 60 days or more. Kim Mathers would like the Board Members to add to the list of possible uses for this money.

The Gilchrist Annexation is going well. The process has been through the BOCC, the County Lawyers and has been approved by the County Commissioner's office. There will be a Public Hearing on March 29, 2022 at 8:45am. If all goes well, which is highly probable, CSD will receive approximately \$15,000.00 property tax in November 2022 for Gilchrist.

CSD received a few approved KLCAS receipts for payment. Per KLCAS, it could take 2-5 weeks for these payments to be automatically deposited. KLCAS applications have been mailed to those who are in need of this assistance. Applications have also been placed in Gilchrist/Crescent Post Offices, the Gilchrist Deli and at CSD.

Chuck Lawrence will be finishing up CSD policies and procedures. This may take, at most another few months, maybe as early as June 2022 his contract could be fulfilled.

CSD has received the final copy of the Audit Report for 2020-2021. The audit went very well. The CPA audit team suggested that CSD hire an Accountant to help clean up and correct CSD bookkeeping and software program. CSD wouldn't need to hire an Accountant as a permanent position. CSD would need an Accountant to set up GAAP and then to be available for advice or direction. It's possible CSD would have this person help prepare CSD for its next audit. Kim Mathers stated it would be in CSD's best interest to do this. Doris Allphin motioned that we hire an accountant to help CSD with GAAP, advice and direction. Lauretta Butler 2nd the motion, motion passed unanimously.

Sewer Operator Updates:

Generators are about 2 weeks out and it will take 2-3 days to complete the installing of these generators. It has been brought to CSD's attention that a property in Crescent has sewer piping that was installed on neighboring property. The tax map confirms this situation and Anderson Engineering, has also confirmed this. There are 2 solutions to this; 1, Nicole Braudy will write a up a legal description for an easement of this property and purpose it to the owner, or 2, the pipes will need to be removed and replaced in the correct place. Whose responsibility does this mistake belong to? Kim Mathers will look into this further.

Guest Questions and Input

Terry Roseberry and Candace Roseberry who owns Ponderosa Bakery are still dealing with ongoing problems with their sewer, that backs up into the bakery they are leasing, since Sept 2021. They have had to close their doors several times because of the issue and now are worried about when this will happen again. In the CSD's February 9th Board meeting, Kim Mathers stated that the public property is CSD's responsibility and private property is Ernst Foundations LLC's responsibility for this location. Since that meeting, a Gilchrist sewer map attained by CSD of the piping in and around the Gilchrist Mall, shows that the issue belongs to that of the property owner of the mall. Kim Mathers has asked for Jacob Dozier and Scott DeCarlo to have a meeting with the property owner to resolve the matter.

NEW ORDINANCE

Crescent Sanitary District Ordinance – Sewer Use Regulations Ordinance – Kim Mathers has made a few minor changes to this Ordinance and will send updated ordinance by email to all Board Members. CSD will be posting this Ordinance on the CSD website, Gilchrist/Crescent Post offices and at the CSD office. The Ordinance will need to be publicly posted for 5 days before the Board can pass it.

Adjournment: 6:26pm