



Crescent Sanitary District

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Board Meeting Minutes July 20, 2022

Board Members in Attendance

- Doris Allphin – Vice President
- Laretta Butler - Treasurer
- Marvin Hicks – Member at Larger
- Scott DeCarlo – Member at Larger
- Brenda Ashcraft – Office Administrator
- Jacob Dozier - Operator

Visitors in Attendance

- Bruce Reed

Meeting called to order by: Doris Allphin at 5:00pm

Approval of Minutes

Scott DeCarlo made a motion to approve June 2022 minutes. Laretta Butler seconded the motion. Motion passed unanimously.

Treasurer Report: Laretta Butler

Laretta Butler presented individual cost as well as total cost of operations and service expenses. Laretta also presented before the board upcoming bills, to include one invoice from SAM (System for Award Management) they could be paid 1, 2 or 3 years at a time, 3 years would save around \$1500.00. Marvin Hicks motioned to pay SAM for 3 years, Scott DeCarlo second the motion. The motion passed unanimously. Laretta motioned to pay all CSD pay the bills presented and Scott DeCarlo seconded the motion. Motion passed unanimously.

Presidents Report: Doris Allphin

ARPA has allowed CSD to spend allocated Grant State Funding of \$835,000.00 to pay some debt. RCAC will be paid in full \$70,000.00, which has a monthly payment due of \$1626.51 in August 2022. \$500,000.00 will be allocated towards payments for OBDD and

DEQ.

OBDD has a \$50,000 grant available. Kim Mathers with the help of Nicole, from Anderson Engineering, will write the grant and present it to OBDD. The money would get CSD started on the Gilchrist collection system. There were a few questions by board members presented regarding the start of this project from the grant writing to facilitating the project. This grant should also include a study to see if rehabilitation of Gilchrist collection system is probable, rather than jumping in to replace the collection system.

- Survey & evaluate what shape the existing collection system is in
- What is needed and how much will it cost for the existing collection system to function
- Is Anderson Engineering being paid to help write the grant?
- This project needs to go out to bid to other Engineering Companies
- DEQ – what are their requirements for Gilchrist collection system, up grade codes etc. Gilchrist has clay piping.
- CSD does not want to take on anymore debt if it can be helped.

It was proposed by Kim Mathers that Brenda Ashcraft's title be changed to Office Manager and that she be given a \$2.00 an hour raise. Brenda's responsibilities and job description are more in line with an office manager position. Doris Allphin motioned that CSD change title to Office Manager and add \$2.00 raise with this position. Laurretta seconded the motion. Motion passed unanimously.

Guest Business

Bruce Reed, now the President of the HOA came to follow up on the HOA's concerns regarding prolonged outages and the need for Gilchrist to have backup generators. Jacob Dozier, CSD's operator has stated that CSD is waiting for electrical plug ins and estimates from electrical companies to install the 3 plug ins to the Gilchrist lift stations. CSD would be able to rent a back up generator from a company in Bend. CSD also has a contract with La Pine Septic for emergency overflow and spillages.

In the June 2022 board meeting, Kim Mathers explained that CSD does not have money for Gilchrist at this time for backup generators. CSD needs cost, installation and electrical estimates of Gilchrist sewer. The last outage lasted 10 hours without any incidence. For emergencies or spills CSD has spill kits available and ready. For incidences greater than a spill kit, CSD has a contract with La Pine Septic to be on call.

Sewer Operator Updates:

Still looking for an affordable trailer/tank or truck/tank to assist in the decommissioning of tanks in Crescent. 2 trucks were presented to the board today and decided that CSD operator Jacob and Scott DeCarlo would work together for the next week to find the equipment and truck CSD needs. As a decision was not made at today's board meeting, CSD will have a Special Meeting next Wednesday, July 27, 2022 at 5:00pm.

New Business:

It was brought to the boards attention that a new office computer is needed. The current computer was bought refurbished in 2019 and is now having difficulties connecting to the internet, as well as running extremely slow. In the next week, research on pricing and type

of computer will be done by CSD. This will be revisited at the Special Meeting next Wednesday, July 27, 2022 at 5pm.

Adjournment: 6:34pm