



## Crescent Sanitary District

136745 Hwy 97 Crescent, OR 97733 P.O. Box 265

Phone: (541) 433-2951

Email: [info@crescentsanitarydistrict.org](mailto:info@crescentsanitarydistrict.org)

Web Site: [www.crescentsanitarydistrict.org](http://www.crescentsanitarydistrict.org)

### CSD Board Meeting Minutes September 14, 2022

#### **Board Members in Attendance**

- Kim Mather – President – Google Meeting
- Doris Allphin – Vice President
- Laurretta Butler - Treasurer
- Marvin Hicks – Member at Larger
- Scott DeCarlo – Member at Larger
- Brenda Ashcraft – Office Manager
- Jacob Dozier - Operator

**Visitors in Attendance:** No Visitors

**Meeting called to order by:** Kim Mathers at 5:02pm

#### **Approval of Minutes**

Marvin Hicks made a motion to approve June 6, 27 and 30, 2022 Budget Minutes. Also, July 27, 2022, Special Meeting Minutes and August 10, 2022, Board Meeting Minutes and August 18, 2022 Special Meeting Minutes. Scott DeCarlo seconded the motion. Motion passed unanimously.

**Treasurer Report:** Laurretta Butler

Laurretta Butler presented individual cost as well as total cost of operations and service expenses. Laurretta also presented before the board upcoming bills that need to be paid. Scott DeCarlo motioned to pay all bills and Marvin Hicks second the motion. The motion passed unanimously.

**Presidents Report:** Kim Mathers

RCAC loan was paid off in full \$66,000.00 the end of August.

We are still having issues with our transfer of QB Online - to - QB desktop.

Information regarding payroll and tax liabilities data has not transferred over. Accountant is working on collecting the payroll and liabilities data for CSD.

Kim Mathers has found Surplus Federal grants that will pay for generators, although these grants won't be available until 10/1/2022. CSD has filed the paperwork to see if we qualify for this grant program. We will also need to have a grant written, which Kim has also found someone who does this. It would cost \$4900 to write the grant for us, we have a \$245 discount with our membership with SDAO, so our total would be \$4655. The application and grant letter would need to go through the State of Oregon first and then to the Federal level. If you would like to research this company, go to [parcresources.com](http://parcresources.com). There is also a grant for Infrastructure Improvement that CSD would like to apply for.

CSD is going to hire Eric as an employee for \$20 an hour & \$25 a day for on call, instead of contracting him through Gilchrist Water Company.

Brenda, the office manager, is checking with the County Clerk's Office about when the reallocations for the Board are this year.

Kim is wanting the buying of a truck to happen now; CSD has been discussing and looking for months and we need to get this done. There is a truck in Salem for \$56,000 CSD has been looking at, Jacob will be going to check out for purchase.

### **Sewer Operator Updates:**

Jacob Dozier, CSD's operator is currently working with Keith Bedell, wastewater technician from OAWU on building a chlorinated bypass at the lagoons. After a testing process the chlorination of the lagoons can begin.

Jacob and Keith have been conducting an inspection inserting a camera throughout Gilchrist collections system to determine whether the collection system needs complete replacement or if only sections of the system need to be repaired or replaced. They will acquire a longer camera extension, which they will borrow a camera from OWW in the following weeks and continue the inspection. Jacob is researching a product specifically formulated to clear and prevent root-blocked sewer lines.

CSD is continuing to look for a generator for Gilchrist, the ideal would be 1 generator on a trailer to be portable. The Board agreed to not exceed \$8000 for this purchase and making sure the generator doesn't have too many working hours.

Jacob continues to work with Shane at Morello Construction, to complete the addition of concrete pad at lift station 5.

4 of the 5 Crescent generators are installed and have been tested. They are ready to go. The generators will be powered on once a week, this helps keep the engine lubricated and functioning in good condition. Jacob is working on the SOP (safe operating procedure) to be completed soon.

Jacob has received a couple of electrician estimates and is waiting for 1 more to make his final decision. The electrician is needed to install plugs at Gilchrist's 3 lift stations. CSD has a permit for the use of the lagoons recycled water to be used for wildfires and dust abatements.

**Adjournment: 6:07pm**