



Crescent Sanitary District

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BOARD MEETING MINUTES

January 11, 2023

Board Members in Attendance

- Kim Mathers – President – Via phone
- Doris Allphin – Vice President
- Laretta Butler – Treasurer
- Marvin Hicks – Member at Larger
- Scott DeCarlo – Member at Larger
- Brenda Ashcraft – Office Manager
- Jacob Dozier - Operator

Visitors in Attendance: None

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

Approval of Minutes

Approval of October and November 2022 motioned by Laretta Butler, second by Marvin Hicks. The 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 that need to be paid. Doris Allphin motioned to pay all bills and Marvin Hicks second the motion. The motion passed unanimously.

Presidents Report: Kim Mathers

The audit is being done by Sensiba San Filippo (SSF) and the audit will cost \$15,000.00. Kim spoke with them on the cost and they respond by email stating this is the cost for several reasons, one being the experience & time CSD's last audits required of their Firm. SSF did say they would charge us for only what they actually do, so if CSD's books are in order & it requires less of SSF's time, then they would only charge for the actual time, not the time

estimated in the quote. The audit will begin soon, a couple more meetings to shoot off the audit need to be done via zoom. The Secretary of State has extended our due date for the audit until March 15, 2023 however Kim feels our audit will be completed by the end of February 2023.

The accountant CSD hired is 90% completed with the goals set with his contract. He was behind because of the third party QB company we were with. CSD is now completely detached from that company. There was a lot of clean up the accountant has had to do with CSD's QB.

A profit & loss report is to be presented to the Board every month from here on out.

For our budget, we have a contingency fund that needs to be allocated elsewhere. We need to move \$4800.00 to our salaries/wages for the new hire we have, this does not include workman's comp or taxes. \$5500.00 to maintenance of the sewer system, \$1000.00 to the audit. Kim Mathers motioned to have these funds moved to these areas, Lauretta Butler 2nd the motion. The motion passed unanimously.

Kim Mathers, President, is resigning as of March 1, 2023. Kim is nominating Doris Allphin, Vice President as President. The Vice Presidents seat will remain open until the next Board renewal.

The next Board election opens up February 4, 2023 through March 16, 2023. Election day is May 16, 2023. The board has 3 positions open right now. Kim Mathers, Lauretta Butler and Marvin Hicks seats are up. For more information go to

www.klamthcounty/689/districts.

Kim Mathers is able to stay on as a consultant for \$30.00 an hour, she will draw up a contract for CSD before the next board meeting.

Kim is working on the HR handbook for CSD along with a vehicle policy. She also stated that the operator will need to continue forward documenting his mileage for both vehicles CSD owns.

Sewer Operator Updates:

There was a power outage on Pump Station 5, the electricians will be out Jan. 25 to get it up and running correctly. Once that project is done Nicole, from Anderson Engineering will be out to inspect the project among other projects. If the inspections pass the Sewer project will be "closed".

Lift Station 3 – the pump seized, a seal problem occurred and now the pump will not spin. This pump is too new to be in this condition and the pump is not under warranty. Jacob has 3 quotes on rebuilding the pump, but has found out through his research and sources that this is an older pump and isn't cheap to rebuild or available to purchase a new one of the same model. Board members Scott and Kim think this is going to be a continued problem, all the other pumps are of the same model as pump station 3. Board member think CSD should bit the bullet and CSD has the money available to be able to replace a pump one at a time. The Board was in agreement that we purchase a new pump and in 2 months purchase another one. We rebuild and keep the old pump for inventory, in case we need it before we can replace them with the new model pumps. We still have to wait for the engineer's approval on the pumps before we can purchase them.

CSD has purchased a 1998 Ford Vacuum truck. It needs a little fixing up and to be registered. It is already insured. The operator, Jacob says we need to wait until Spring to

begin any decommissioning. CSD will need a screen for the lagoons before dumping what is decommissioned into the lagoons. This screen cost approximately \$30,000.00 CSD is checking to see if this money can come from a loan from DEQ. This way, CSD does not need to take money from our capital gains. The board was in agreement with this idea. Kim is going to take on this project and follow up at the next board meeting 2/9/23.

Nicole, from Anderson Engineering, was updated on CSD's decision to put the Gilchrist construction project on hold for a year or 2. Nicole recommended that CSD still applies for the technical assistant grant, this way there will be a hold on quotes and projects during that 1-2-year duration. Nicole also stated that it would be in CSD's best interest to not put this project on hold and continue to move forward. Boards vote is to hold off.

Adjournment: 6:11pm