



Crescent Sanitary District

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

Phone: (541) 433-2951

Email: info@crescentsanitarydistrict.org

Web Site: www.crescentsanitarydistrict.org

BOARD MEETING MINUTES

November 9, 2022

Board Members in Attendance

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

Visitors in Attendance:

- Bruce Reed

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

Approval of Minutes

Minutes not completed in order to do approval. Will be voted on at next Board Meeting.

Treasurer Report: Lauretta Butler

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

Presidents Report: Kim Mathers

CSD is on task to be ready for Audit for fiscal year July 1, 2021 to June 30, 2022.

QuickBooks is now back onto our desktop. We still have some clean-up work to do with our accountant, such as the charts of accounts, payroll set-up, A/R and CSD's budget. CSD will be ready for our annual audit the end of this month.

Our Auditor is not available to start our audit until January 2023. Brenda filed for an audit extension with the Secretary of State, which was approved and extended to March 15, 2023.

CSD found a vacc truck for \$37,500.00, we are waiting for DEQ to deposit the funds. The shipping charge of the vacc truck will be \$3,200.00, which CSD will need to pay. CSD also needs to add the vacc truck to our current insurance policy. The storing of the vehicle is another question... are the Mill, the lagoons or Scott's business an option for storing? Is it able to be parked at CSD office?

CSD received the property tax check for \$45,811.82. \$10,089.00 is from our debt recovery, LB-50 form, taken over by the Assessor's office and the remaining \$35,722.82 if from Crescent and Gilchrist. CSD will have approximately \$75,000 in the bank after our bills are paid. CSD is still in need of a backhoe and other sewer operating equipment. CSD also needs to build its contingency fund, so maybe we could put \$25,000.00 into that.

CSD has a job opening – Maintenance & Sewer Operator Assistant for \$20Hr. At this time CSD is only guaranteeing 20 hours a month for this position. The opening has been posted at both Post Offices and so far, we have only one applicant. CSD has decided to hire the applicant and will have to add him to Workman's Comp, have him fill out a W-4 and an I-9, and take a drug test. He will begin on November 6, 2022.

The Board Meeting for December 14, 2022 will be cancelled. The next Board Meeting will be January 11, 2023.

Sewer Operator Updates:

Jacob Dozier, CSD's operator is stating that we need to construct a temporary dump station once he begins the Crescent decommissioning of the sewer tanks. This dump station will require CSD to purchase a screen to filter the sewage. This screen runs approximately around \$30,000.00. The lagoons need to have a shower and eye washing station for emergencies and a heater for the office. Jacob is working on getting estimated prices for this project.

The Gilchrist generator that was purchased is in good shape, but needs some work. Scott DeCarlo worked on it. The generator was load tested for 100 AMPS and sustained. The electrical is a bit of a mess – the electrical panel needs to be replaced, which can be found at ACE Hardware. The trailer hitch is damaged, but fixable.

Electricians are still working on hooking up the generator to Lift Station 5.

Scott DeCarlo has been and can continue to help out with the mechanics of CSD's equipment, but at this point it is a lot of hours, he needs to be compensated/contracted for his mechanic services. Kim, the President of CSD has okayed Scott's request.

Sewer Operator Jacob reported; the lagoon liner has been repaired, the generator is hooked up at Gilchrist, now just waiting on the electricians to complete the setup and get it connected to Mission Systems. In addition to this, testing of the chlorinator has begun, he also fixed the wall heater, added root killer in Gilchrist existing sewer pipes and going back for the results soon and did decommissioning back fill on 97 Hwy.

Gilchrist has a huge Ponderosa tree that is causing havoc to the sewer system. There are a couple of options at different price ranges. Should the tree be cut down & sold to the Mill? Does CSD replace the terracotta piping in that area? CSD goes back to the original question regarding Gilchrist existing sewer pipes... Does the terracotta get replaced throughout Gilchrist? The cost of doing so. CSD needs to propose this to Gilchrist town, we need to inform Gilchrist of all the information, situation and proposed ideas. 2 years ago this project was looked at and it was estimated at \$2 Million to replace the terracotta. Also,

there were and still are concerns about the location of these terracotta pipes. They are on private property and this proposes a concern for CSD and anyone contracted to investigate the issues and what this will look like if construction of the replacement was decided. The Engineers are aware of this situation and that the Gilchrist Sewer project is on hold for now.

Adjournment: 5:50pm