



Crescent Sanitary District

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BOARD MEETING MINUTES FEBRUARY 8, 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

Visitors in Attendance: None

Meeting called to order by: Kim Mathers at 5:06pm

Approval of Minutes

Approval of January 2023 motioned by Doris Allphin, 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. Kim Mather went over the Profit & Loss Statement and the 2022-2023 Budget report. Laretta Butler motioned to pay all bills and Doris Allphin second the motion. The motion passed unanimously. The Board was also unanimous in agreement to an HR web-training webinar through SDAO, for \$400.00 for Office Manager & President and a Sunriver Conference with OAWU for \$375.00 for CSD's Operator. Office Manager would like to move to automated payments, many customers are requesting this. There is a cost to CSD and the customer for this service. Some of the Board members would like to revisit this at a later date.

Presidents Report: Kim Mathers

Kim went over the Final Project Inspection Report that Nicole, from Anderson Engineering. Nicole stated "Upon a visual inspection of the entire system and an interview with the Operator, it is confirmed that the system is running correctly, as designed with no undue damage or wear due to poor construction or system mismanagement." There are a few pending issues: Crescent Lift Station 3, a pump has failed and a new one is currently being shipped on March 8, 2023. Lift Station 5 is having electrical issues and is waiting on a proposal and quote from US West Electrical. Lift Station 2 has ghost triggers that set off the alarm, the float has been replaced, works correctly and is not the issue. CSD's Operator is currently working with the electrical engineers from US West to see if electrical could be a cause. The exhaust fan within the Chlorination Building was installed backwards, the Operator and Contractor of the Treatment Facility are working together to resolve the issue.

Now that the project is closed Kim has reached out to Carmen from DEQ to see if CSD can use what is left of funds to purchase for a new sewer waste screening system for \$38,000.00. CSD needs to have this screen in place before the decommissioning of the tanks in Crescent.

DEQ's payment will be made for \$234,030.00 in the next couple of months from the State general fund grant managed by OBDD.

SDIS/WHA insurance is no longer going to carry workman's comp for their clients. There is another company, Saif that SDIS/WHA insurance is helping to transfer CSD to.

On the Ordinance 6-8-2020 it was stated that there would be a 5% increase each fiscal year for System Development Fee and the Hook Up Fee. The Office Manager needs to update CSD's web site and fee list to show the increases for the current fiscal year. Kim stated that there is also a percentage increase each year for the county property taxes that CSD can submit each year. Doris Allphin is looking into this process.

Update on CSD's fiscal audit for July 2021 - Jun 30, 2022 has been very time consuming, the Office Manager and Kim Mathers have been doing zoom appointments for the auditors to do "walk throughs" where they gather information and get a visual on how CSD keeps their books. Kim estimates that the audit will be done by the end of February 2023, in time for CSD's due date to the Secretary of State. The audit for fiscal year July 1, 2022- June 30, 2023 is due December 2023, Kim recommends that CSD begins the next audit in September 2023.

Kim Mathers has submitted her contract; she is making a modification adding 1 hour minimum to consulting services charges. This contract was approved by the Board unanimously.

Kim is handing over what she doesn't complete before her resignation date 3/1/2023, such as the CSD Vehicle Policy and other CSD procedures. Kim will also be going over with the new President, Doris Allphin everything pertaining to DEQ, OBDD, IFA policies & contracts. The Office Manager will contact the County to update Kim Mathers resignation and the acceptance of the new President. President, Doris Allphin will be handling all bank changes that need to be done. One such item is updating CSD's check signers, which will include Marvin Hicks as a new signer.

CSD has an easement contract with ODF, for them to use treated water in the lagoons for dust abatement and forest fire control. Another company near Chemult, has asked to be able to purchase water for dust abatement during their construction for solar panels in the Spring of 2024, this has potential for CSD to have another source of income. ODF has dubs

because of the easement agreement. **At this time there is not enough treated water for anyone to use for at least another 2-3 years at best.**

Gilchrist Mill is wanting to hook into CSD's sewer for the cooling systems. CSD's engineers stated that this would be an option for CSD to take. Gilchrist Mill would need to have their engineers submit a plan to CSD engineers and Gilchrist Mill would need to fund the project.

Sewer Operator Updates:

Operator has started the chlorination process for the lagoons, we need to meet our Class C (recycled water must be oxidized and disinfected) for the DEQ permit. The lagoons are at 30-40 gallons chlorinated a day (24 hours) usage. This is another bill that CSD will incur at \$322.00 a barrel + \$75.00 deposit fee with the company Oxarc Inc.

Operator is currently signed up for his Waste Water Treatment test to be certified.

Crescent Lift Station 3 – Pump has is broken, Operator has ordered new pump and is currently with US West and engineers to change from single phase to a VFD to 3 phase.

Right now, the VFD is at an 80 day back order.

When Crescent/Gilchrist/La Pine had the freezing weather of -15 degrees, CSD's work truck froze and caused jelling in the fuel filters, which were replaced and the truck is back to good working order. Also, during this freezing weather, the back flow at the lagoons pipe froze and broke, although it was covered in a weather protectant sleeve. Approximately 200,000 gallons of water was spilled. This bill cost CSD \$475.45 in water.

Adjournment: 6:35pm