



Crescent Sanitary District

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BOARD MEETING MINUTES March 15, 2023

Board Members in Attendance

- Doris Allphin – President
- Laretta Butler – Treasurer
- Marvin Hicks – Member at Larger
- Scott DeCarlo – Member at Larger
- Jacob Dozier – Sewer Operator

Visitors in Attendance:

- Bruce Reed Gilchrist HOA President
- Bob Sandburg, Gilchrist Home Owner

Meeting called to order by: Doris Allphin at 5:04pm

Approval of Minutes

Approval of February 2023 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 presented Profit & Loss Statement and the 2022-2023 Budget report. Doris Allphin also informed the Board that the DEQ payment with the grant funds was made on March 7, 2023. Marvin Hicks motioned to pay all bills and Laretta Butler second the motion. The motion passed unanimously.

Presidents Report: Doris Allphin

Updated on the Ordinance 6-8-2020. The 5% increase each fiscal year for System Development Fee and the Hook Up Fee has been increased. The System Development Fee is now \$5390.73 and the Hook Up Fee is now \$2756.25. Those fees will increase on July 1,

2023 to \$5660.27 for the System Development Fee and to \$2894.06 for the hook up Fee.

Update on CSD's fiscal audit for July 2021 - Jun 30, 2022 is complete. Each board member was given a copy of the Audit. Doris highlighted the items called out in the Audit that need a plan for corrective action taken. Cyber Security Insurance Coverage—the Office Manager will call SDIS for a quote to add it for our insurance. Will bring quote back to board at the next meeting. Budget Law Training from Oregon Dept of Revenue. The Office Manager has watched the recorded training online and Doris Allphin has registered for the live Zoom classes. Formal Closing Process at Year End—Office Manager to work with the bookkeeper to establish a formal year end closing process. Sold Grinder pumps possible violation of our loan agreement with OBDD—Kim Mather has notified Tawni with ODBB regarding this matter. Tawni is looking into it and will get back to us. Office Lean Agreement—Doris to work with the Landlord to get a formal lease agreement for the storage shed.

Doris informed the Board that the 2023-24 Budget process is starting. Suggested the Office Manager, Brenda Ashcraft to appointed the Budget Officer again. Board agreed. Doris to speak to Brenda to see if she will take the position and report back at the next meeting. Doris also reminded the board that three Budget Committee members were needed as well. Board members to think about possible committee members and report next meeting with names.

Doris reported to the Board the Bookkeeper we had contracted with had completed the contract with us. Doris purposed to the Board that we keep the Bookkeeper under contract until August 2023 and then reevaluate our need. Doris told the Board that Brenda had discussed with the Bookkeeper about staying with us and that we are offered two fee options. Either \$35/hour or \$500/month for unlimited time. Doris told the board that her and Brenda recommended the \$500/month through August and then reevaluate the need. Motion was made my Laurretta Butler to keep the Bookkeeper on contract at \$500/month and reevaluate in August 2023. Marvin Hicks second the motion. The motion passed unanimously.

Doris told the Board that she had transferred \$5000 from checking to the savings account on March 7, 2023. She reminded the Board that in the past the Board has said we were going to do this monthly but Kim had not done this some month so not to short change the operations funds. Doris had spoke with Kim and Kim thinks we are in a good place to start doing this monthly. Conscientious of the Board was to start doing a \$500 monthly transfer from checking to savings. In the event that Doris thinks we may not have enough funds to do so comfortably, she will bring it to the Board for the Board to decide if and how month should be transferred that month.

Doris Updated the Board that the banking changes had been made with the resignation of Kim Mathers. Kim was removed from the account. Doris will be the primary person on the account as Board President. Authorized check signers will be Doris, Laurretta Butler and Marvin Hicks. Doris, Jacob and Brenda will all have debit cards.

Doris informed the Board that we received notice that the Local Government Law Group had increased rates to \$270/hr. for general matters, \$270/hr. for labor work and \$295/hr. for labor hearings. Paralegal rates will raise to \$15/hr. and their legal assistant rate will increase to \$95/hr. These new rates will go into effect on July 1, 2023.

Doris updated the Board that Kim Mathers had submitted her contract for consulting services and that it had been signed. The contract did include the 1 hour minimum to the \$30/hr. consulting services rate.

Doris presented, to the Board, the Crescent Sanitary District Vehicle Policy. Subject is tabled until the next meeting to allow Board Members to fully read the policy.

Doris reported to the Board that Kim had reached out to Carmen at DEQ to see if CSD could use what was left of the loan funds to purchase a new sewer waste screening system for \$38,000 because CSD needs to have this screen in place before the decommissioning of the tanks in Crescent could start. Unfortunately, it is not possible to use these funds for this project. Board decided to hold on the decommissioning and continue to handle decommissioning on a case-by-case basis while also looking for other options and if we can fit moneys into the new budget for next year.

Sewer Operator Updates:

The sewer operator updated that the pump for Liftstation 3 should arrive around the 20th of this month and that the VFD should be shipping soon. The electricians are still working on the generator issue at Liftstation 5. Have received the compassitors for the Liftstation at Gilchrist Mall. Owen Pump is sending the relays. Still working with the electricians as to why the unit is blowing compassitors. With regards to the ghost triggered alarms at Liftstate 2, they are looking at the program to see if there is an error casuing the float fail alarm. Jacob has contacted California Motors and is waiting for a response to pull the program so that CSD has it on file in case something were to wipe the memory. If this happened, we will be able to reinstall the program and continue operations.

Public Comments and Questions:

Bruce Reed, Gilchrist HOA President and Bob Sandberg, Gilchrist Home Owner, presented the Board with a letter addressing questions the HOA had regarding the Gilchrist area of the sewer system. They wanted to know if it was the ponds or the collection system that DEQ had problems with. The board clarified it was the ponds. They asked if CSD had plans that would tear up any roads in Gilchirst and if we did, would we repair what we did as they were wanting the chip seal this year. CSD told them if we did a repair that required us to dig into a road CSD would repair what they tore up. They asked if CSD would be installing backflow devises at each home and CSD explained that it was a home owner's responsibility to install a backflow devise if they desired one. It was asked if CSD would be mapping the existing Gilchrist Sewer System and Jacob showed them and the Board that it was already started. They also wanted to know if CSD was planning to camera the existing system and Jacob informed them that too was already started. The Gilchrist HOA also wanted to know

if CSD had money for the maintenance of the Gilchrist System. CSD informed them that our funds are for the entire CSD. We use the funds as needed to maintain the entire system.

After address the Gilchrist HOA concerns and before adjournment, the Board had a round table discussion regarding the upcoming budget year. The district needs to meet the debt payments. The district has needs for equipment such as a backhoe and a screening system for decommissioning, ongoing maintenance and repairs. CSD wants to keep their employees and not just be a training center when they take their skills and move. Board would like to work to make sure the wages that CSD offers is in line with the wages in the area and create an environment the employees desire to stay. Scott DeCarlo suggest the Board consider paying overtime for anything over 8 hours in a work day and not anything over 40 hours in a work week. The Board wants to consider these items as the budgeting process starts. The concencious of the board is that it may be necessary to do another rate increase in order meet the needs of CSD.

Adjournment: 6:45pm