



Crescent Sanitary District

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BOARD MEETING MINUTES

April 12, 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
- Brenda Ashcraft – Office Manager

Visitors in Attendance: No Visitors

Meeting called to order by: Doris Allphin at 5:00pm

Approval of Minutes

Approval of March 2023 motioned by Scott DeCarlo, second by Laretta Butler. 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. Brenda requested that payroll liabilities be paid as operational payments without having the Board approve along with upcoming bills, so that they can be paid on time and as due. Doris informed the board of an email from Tawni Bean with OBDD regarding the sale of three grinder pumps not complying with our contract with OBDD and the need to return the funds in the amount of \$12,300 to OBDD. Scott DeCarlo motioned to pay all bills and Laretta Butler second the motion. The motion passed unanimously.

A medical hardship request was received by a customer. After review of the hardship request, it was proposed that this medical hardship not be billed for 12 months. In 12 months, the Board will review the medical hardship again. The Board is in consensus with the customer receiving a medical hardship rate.

The Office manager, Brenda would like to have auto pay added to our website as a source of payment method. Brenda is looking at a couple of different companies and has watched some video demos over google meet. Doris, the President has also attended a meeting and agrees that this would be a benefit for CSD and Brenda. The companies are very similar in pricing and are creditable. Brenda is looking into the specifics, running reports, billing, posting, collections etc. to make a decision on which company fits the best. The Board is in consensus with moving forward with auto pay.

CSD is in need of a new computer. The computer will add another work station for answering phones, posting/billing. Brenda has presented the cost at Amazon and will see if we can get a better deal at Costco. The Board is in consensus with purchasing a new computer.

Old Business

Doris Allphin presented the board with a copy of the signed Accountant's Consulting Agreement.

A copy of the Crescent Sanitary District Boards Plan of Action for the FY 21-22 Audit Deficiencies sent to the Secretary of State was provided to the board.

Doris informed the board that Brenda Ashcraft accepted the appointment of Budget Officer. Several names of local citizens were mentioned as possible budget committee members. Doris and Brenda to contact individuals to inquire about willingness to service on the budget committee.

Sewer Operator Updates:

Jacob informed the board the Gilchrist Mill has inquired regarding connection to the sewer system. Board consensus was to work with Gilchrist Mill to determine with this is something both CSD and Gilchrist Mill could make work.

Jacob updated the board that the VFD and pump were in and that the electricians were getting scheduled to complete the install of the new pump at Lift station 3. The electricians will also address the issues at the Gilchrist Mall Lift station at the same time as LS3

Lift station 5 generator is still being evaluated by Anderson Engineering for a fix.

Lift station 2—still working to pull the programs to see what is happening with the ghost alarms.

Jacob told the board that the road to the lagoons was in need of repairs and that we should be looking at short- and long-term fixes for the road. Board approved having Walker Range grade the road as a short-term fix. It was then discussed contacting Anderson Engineering to work up a multipurpose engineering plans so that grants could be applied for to repair

the road to the lagoons and repair the Gilchrist sewer lines. Board consensus is for Jacob to talk to Nicole with Anderson Engineering about writing a grant to obtain funds to have Anderson Engineering prepare engineering plans for both a better road to the lagoons and repairs to the Gilchrist sewer lines so that we would have engineering plans to apply for grants in the future.

There is a old pump truck in Culver that CSD could get for free but would have to be towed to Crescent. Scott and Jacob to look at this truck as it could provide needed parts for the pump truck that we have.

Presidents Report: Doris Allphin

Doris reported to the part time sewer laborer has requested 10hrs/week. Board consensus was to give him up to 10 hours/week based on the availability of work.

Doris informed the board that the contract CSD has with Laretta Butler must be terminated as her work does not qualify as an independent contractor but rather as an employee. CSD would need to create a position with a job title, job description and pay the match the title/job description. Work will need to be done by CSD before anyone could be hired.

Board was updated that office hours had been modified for CSD. Brenda's hours will continue to be 8:30am to 4:30pm Monday thru Thursday but the hours the office is open to the public will be from 9:00am to 4:00pm.

Doris asked the board to give Brenda authorization to move funds within in the budget line items where funds are available. Motion was made by Marvin Hicks and seconded by Laretta Butler. Motion passed unanimously.

Doris asked permission of the board to take our employees to lunch as a thank you for the great job they all do for CSD. Board consensus was to approve the luncheon.

Public Comments and Questions:

Adjournment: 6:55PM