



## Crescent Sanitary District

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## Board Meeting Minutes

May 10, 2023

### **Board Members in Attendance**

- Doris Allphin – President
- Laretta Butler – Treasurer
- Marvin Hicks – Member at Larger
- Scott DeCarlo – Member at Larger
- Brenda Ashcraft – Office Manager

**Visitors in Attendance:** No Visitors

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

### **Approval of Minutes**

Approval of April 2023 motioned by Laretta Butler, seconded by Scott DeCarlo. 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. Marvin Hicks motioned to pay all bills and Laretta Butler seconded the motion. The motion passed unanimously.

Brenda presented the Board Members with a copy of the Profit and Loss Statement, along with the Budget vs Actual report. There were no questions at this time.

A list of tools totaling \$799-804.00 needed by the Sewer Operator; Jacob, has been presented to the Board. Laretta Butler motioned that the list of tools be bought for the Operator. Doris Allphin seconded the motion. The motion passed unanimously.

Brenda presented CSD's HR situation. After taking a series of HR seminars/classes, it has come to CSD's attention that we need job descriptions/titles and pay to match per Oregon State Laws. HR Answers is a sister company to SDAO and they support Special Districts. HR Answers has submitted a Statement of Work. The work will be to provide 3 job descriptions, with the correct titles and pay grades, by comparing the surrounding area

with the same type of jobs. It will take them 15 hours at \$180.00 an hour, totaling \$2,700.00. Lauretta Butler motioned to pay this. Marvin Hicks seconded the motion. The motion passed unanimously.

It is proposed by Doris Allphin, President, with all the extra expenses being added to CSD, that instead of transferring \$5,000.00 to Savings, that only \$3,000.00 be transferred. The Board is in consensus with moving \$3,000.00 to the Savings Account.

## **Old Business**

### **Update on auto pay:**

Brenda has decided to go with the company Nexbillpay. This company's software works with CSD's third party billing software, Sequoyah. Brenda presented the contract and the financial responsibilities to the Board, along with how the autopay would be added to CSD's website. Scott DeCarlo motioned that CSD accept the contract with Nexbillpay. Lauretta Butler seconded the motion. The motion passed unanimously.

Doris presented the Shed Rental Agreement to the Board for approval. Board consensus was to approve the agreement and for the Shed to be included on CSD insurance coverage.

It was proposed that Public Comments be kept at a 5-minute maximum during CSD's Board Meetings. The Board's consensus was to approve the proposal.

## **New Business**

It is proposed that the Rate increase discussed in 2 previous work session meetings be approved and voted on today. Marvin Hicks made a motion to approve the rate increase. Scott DeCarlo seconded the motion. The motion passed unanimously.

It is proposed that the payroll payday and submitting of the time cards schedule be changed from submitting time cards and processing payroll all on Mondays, to submitting time cards on Monday, processing payroll on Wednesday. This gives Doris Allphin time to review each time card. By changing the processing payroll day to Wednesday instead of Monday the payday for each employee will now fall on Fridays instead of Wednesdays. The Board's consensus was to approve the proposal.

**Sewer Operator Updates:** Sewer Operator was absent as he had to leave due to an emergency. The Board will go over a few of the items on the Operator's list.

### **f. Decommission Update**

- i. Still doing repairs to the vacc truck. Will have price list and schedule for repairs at next Board meeting
- ii. Planning on dumping in manholes instead of at the lagoons. This will replace the need to purchase \$35,000.00 screen for the lagoons.

g. Letter has been sent out to account no. 3028 customer stating what repairs were done and that the project is completed.

k. Gilchrist compound – Scott, Board member and Operator will be working on this situation together.

m. Update on Operators certification test. Doris explained that the Operator is working to get signed up with DEQ to retest. The difficulties of the test are that the Operator is tested on sewer systems that CSD does not have and that the Operator is not able to get experience on, however, is responsible for on the test to have this knowledge.

**Presidents Report:** Doris Allphin

- a. Operator, Jacob is to represent CSD at the Community Action Team (CAT) quarterly meetings.
- b. Doris presented to the Board the evaluation for Brenda, Office Manager, which was completed by CSD's previous President, Kim Mathers back in April 2023. The board expressed how happy they are with Brenda's performance and that a pay raise was recommended. Motion was made by Laretta Butler and seconded by Marvin Hicks with a unanimous vote in favor of a \$3/hour pay raise and for it to be retroactive to April 10, 2023.

**Public Comments and Questions:** None

**Adjournment:** 7:00PM