



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

June 14, 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:

Bruce Hall – community member

Bob Hall – community member

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

Approval of Minutes

Approval of May 2023 motioned by Laretta Butler, seconded by Marvin Hicks. The motion passed unanimously.

New Rate Ordinance Reading:

Bruce Hall introduced that an error was made on the increased amount for RV Parks instead of a 17% increase an error was made of a 20% increase. After the Board reviewed this and found that indeed an error was made on percentage increase. The Board stated the error is now corrected with the RV rate increase at 17%. Motion was made by Laretta Butler to accept the New Rate Ordinance June 2023, Scott DeCarlo seconded the motion. 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. Scott DeCarlo motioned to pay all bills and Marvin Hicks 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.

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. Laretta 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

A medical hardship is being requested by a CSD customer. A letter and other documentation provided by this customer was reviewed by the Board Members. The Board was in consensus to grant 50% off of the sewer bill for 6 months. The account will be reviewed again in December 2023.

ADP is the final decision from the Office Manager for CSD payroll and liabilities. ADP offered the best prices, along with the best services. Laretta Butler made a motion to go with ADP for CSD payroll services, Marvin Hicks seconded the motion. The motion passed unanimously.

Sewer Operator Updates: Sewer Operator was absent.

Presidents Report: No Report this month.

Public Comments and Questions:

Bruce Hall had a question on rates for RV Parks and Hotels for occupancy per day.

Adjournment: 7:00PM