



Crescent Sanitary District

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Board Work Session Minutes

August 7, 2023

Board Members in Attendance

Doris Allphin

Scott DeCarlo

Marvin Hicks

Visitors in Attendance

No Visitors

Work Session called to order by Doris Allphin at 5:00pm

Doris explained that the work session was called so that the board could review and discuss purposed job descriptions for CSD employees. No decisions could be made, as this was a work session. Any decisions would be made at the next Regular Board Meeting on Wednesday, August 9, 2023.

Doris informed the board that Laurretta had resigned and that she would be making that announcement at the regular meeting on August 9, 2023.

Scott DeCarlo informed that board he attended the visit from DEQ at Big Pines RV Park last week and gave quick synopsis of what took place. This will be discussed at the regular meeting on August 9, 2023.

Scott DeCarlo informed the board he had spoke with Annette at Crescent Water and was able to get a copy of the Permission to Disclose Water Usage Information

that the water company had received in order to potentially work with CSD and a sewer fee structure for commercial accounts based off water usage.

Board then discussed the Waste Water Operator I and II job descriptions. Doris explained that there was a job description found in Jacob's file but he had never seen it until he found it in his employee file. There was discussion about the wastewater operators having a commercial driver's license and the cost involved in getting a commercial driver's license since neither Jacob or Eric have this type of license. It was discussed to make a commercial driver's license a requirement for a new hire.

The question of the Waste Water Operator II being the Waste Water Operator I's supervisor. The board decided that rather than Waste Water Operator II being a supervisor it would be better that Waste Water Operator II be a lead person.

Also discussed was that both Waste Water Operator I and Waste Water Operator II need to be self-motivated individuals.

Discussion then moved to the Office Manager's job description. Doris explained that there were CSD job descriptions for an office assistant and an administrative assistant. Brenda said the office assistant job description was what she was verbally told about the job when she was hired. Brenda had never seen the administrative assistant job description until Doris showed it to her. Doris was unsure of the background on that job description.

The Board believes that Brenda needs an assistant to help with her work load and to provide backup when Brenda is unable to be in the office. Brenda does everything for the office and the board. The Board discussed and feels the office manager is not the secretary to the waste water operation side of the business. Also, due to the board members being non paid positions, the office manager needs to assist with Board duties.

Adjournment at 6:33pm