



Crescent Sanitary District

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Board Meeting Minutes July 19, 2023

Board Members in Attendance

- Doris Allphin – President
- Scott DeCarlo – Vice President
- Laurretta Butler – Treasure/Secretary
- Marvin Hicks – Member at Large
- 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 June 14, 2023 – June 20, 2023 and June 26, 2023 minutes motioned by Laurretta Butler, seconded by Marvin Hicks. The motion passed unanimously.

Treasurer Report: Laurretta Butler

Laurretta Butler presented individual cost as well as total cost of operations and service expenses. Laurretta 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.

Doris proposed to open another savings account for saving the funds for equipment that was approved on the Budget FY 2023-2024. The consensus from the Board was to go ahead with opening an additional savings account. Transfer \$500 to contingency savings and \$500 to new savings account. The current Acct No. ending in 3219 Savings account is a contingency fund required per CSD's loan agreement with DEQ.

The Board Members will be emailed a copy of the Profit and Loss Statement, along with the Budget vs Actual report.

Old Business

Election Update:

CSD still has 1 opening to fill. CSD can post announcements at Gilchrist and Crescent Post Offices and on our website. SDAO has a templet letter and application that would be helpful to create an announcement of the Board Position Opening. The consensus from the Board was to move forward with this.

New Business

Customer had complaint of yard work that was still not completed after the installation of the sewer. It is the Boards consensus after reviewing the job and customers account to waive a one month fee of \$68.00.

Doris Allphin, President found a State Grant that could apply to CSD. Doris will continue to research this grant and report back to the Board.

Doris explained to the Board that CSD's needs are great and she is going to need more help from the Board. Doris suggested making Secretary and Treasurer as separate positions. Marvin Hicks will now be Treasure and with the Board Member Position still vacant, Board is hoping that the Secretary position can be filled. Laretta Butler will step down from Secretary/Treasure to Member at Large.

Doris is suggesting that the Board have a few Work Session to work on the Employee Handbook, Job Descriptions/Title/Pay and to look at the By Laws for updates or changes. The Board agreed to have a Work Session August 7 at 5pm.

Doris went over the CSD Mission and Ethics Statement changes and asked for the Boards approval to hang it in the office and add to CSD website. Laretta Butler made a motion to move forward with the Mission and Ethics Statement with the changes, Scott DeCarlo 2nd the motion. The motion passed unanimously.

SDAO is doing two Board Member Training Seminar. It is \$75 first person and 2nd person free.

Eagle Crest – August 15th 9-3:30 will be Marvin Hicks/Doris Allphin

Klamath Falls – September 20th 9-2:00 will be Doris Allphin/Scott DeCarlo

Sewer Operator Updates: Sewer Operator was absent. Scott DeCarlo read and went over the OP update report.

Presidents Report:

Doris is wanting to make the office a safe place to work. There was an incident with a customer who was recording while asking questions regarding CSD's business entity and auto pay fees. The Board will do more research to find what the laws are and how/what to implement to keep CSD a safe working environment for its employees.

Employee evaluation form examples was reviewed by the Board. Doris will be revising a form to later present to the Board for approval.

Public Questions and Comments:

Bruce Hall discussed a horrible sewer odor coming from the lift station. It caused eye irritation and nausea to his tenants that last over 48 hours. Bruce made a report with DEQ and Klamath County Health Department. The DEQ report case number is 23-1464. DEQ and Klamath County Health Department told Bruce they would investigate and reach out to CSD. Scott DeCarlo, VP of CSD, apologized to Bruce and acknowledged how serious the situation is. Scott stated that some products were already ordered earlier today and at least this will start process to get this taken care of. CSD is continuing to look at a few different companies that have products to help with sewer odor using charcoal, sealants and other products. CSD is looking into all options available and has made this a priority.

Bruce Hall has spoken with Annette from Crescent Water regarding CSD and Crescent Water working together to be able to supply CSD with water usage for commercial business', this way CSD can charge sewer based on water usage instead of using a flat fee. Bruce stated that Annette stated that the legalities for this process was already established. Scott DeCarlo is going to meet with the Crescent Water Board to see what can be done.

Adjournment: 6:45pm