



Crescent Sanitary District

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Board Meeting Minutes September 13, 2023

Board Members in Attendance

- Doris Allphin – President
- Scott DeCarlo – Vice President
- Marvin Hicks – Treasurer
- Brenda Ashcraft – Office Manager
- Jacob Dozier – Wastewater Operator

Visitors in Attendance:

Cathi Lane – community member

Jean Stumbaugh - community member

Charles Bean - community member

Meeting called to order by: Doris Allphin at 5:01pm. Today's meeting will be recorded and then transcribed from the recording.

Approval of Minutes

Approval of August 9, 2023, minutes was motioned by Scott DeCarlo, seconded by Marvin Hicks. The motion passed unanimously.

Treasurer Report: Marvin Hicks

Office Manager, Brenda Ashcraft presented individual costs as well as total cost of operations and service expenses, along with operating bills to be paid. It was explained that there are some big expenses this month with operations. Jacob will go over the details of those individual jobs and expenses during the Operator's updates. Brenda presented the P & L Budget vs Actual Report for the Boards review, there weren't any questions at this time. Brenda informed the Board that the computer's mother board crashed on August 24, 2023, we finally just received a new computer on September 5th. We have been working on getting all our programs reloaded; Sequouah (billing), Quickbooks(accounting) are a few programs that needed to be reloaded. We are still having issues with our internet; the router/modem needs to be replaced/upgraded. Century Link is sending it, but it won't be here until September 28, 2023. I hope this truly does resolve the many issues we have with the internet. Our IT consultant Jacob from ExperTech has been very helpful. He was able to

recover all our files up to August 22, 2023. I am currently entering the data from August 23 – September 13, 2023. It was recommended to use Ibackup to backup all files and software, it is \$149.25 for 2 years and includes 5 stations.

Our audit has been rescheduled due to the computer crash. The beginning interim that was completed by July 10th was completed and the audit review of that work will begin on Monday, October 2, 2023. The 2nd interim work needs to be turned in by October 30, 2023, and the audit will take place November starting the 13th-17th and take a few weeks to complete.

Brenda brought up what CSD policy is on volunteers, application etc. and if volunteers would be added to our liability insurance. We should have policies for our volunteers.

Marvin Hicks motioned that CSD pay the operating bills. Scott DeCarlo 2nd the motion. The motion passed unanimously.

Old Business

Board member vacancies. We received 2 applications: Duffy Caldwell and Donnie Burklow. Doris suggested that the Board have a work session meeting with applicants, to inform them of CSD's standing in business and financial areas. Doris is going to look at a few dates and get back to the Board. We need Board members who are completely in 100% with full transparency of what they are taking on by becoming a board member. CSD has many needs and many projects that need help currently. Doris is asking for a consensus in moving forward with Duffy Caldwell and Donnie Burklow's application and meeting with them. All Board members in consensus.

Looking at commercial customers being charged for water usage. There are many parts to this, and Jacob is still gathering all the information required for CSD to decide whether this is in everyone's best interest.

HR Answers has completed the job descriptions for Office Manager, Operator I, II and Trainee. We are on the next step of salary for each position. Once this is complete, CSD will be following the State laws and be able to move forward with hiring.

Gilchrist Compound states that CSD is responsible for the lateral lines on the compound. There is a contract that Gilchrist Compound says they have given to CSD, however, a contract cannot be found at CSD, nor does the previous President, Kim Mathers or previous Project Manager, Chuck Lawrence know anything about this contract. At this point we need to have CSD's lawyer get involved and handle the correspondence between the 2 parties. CSD cannot make concessions for one customer and not another. Doris is asking for a consensus to move forward with the attorney. All are in consensus. Doris will be keeping the Board members informed of the status.

New Business

Donnie Burklow has volunteered to offer CSD IT technical assistance. He does not want to be paid, just volunteer his time. He has a background in technical assistance and has

serviced a few of the businesses in Crescent prior. Doris would like a consensus on bringing Donnie Burklow on as a volunteer. All Board members in consensus.

Gilchrist HOA –is wanting to increase their attendance for their annual meeting. They would like to know if CSD would participate by accepting payment for one month from a raffle ticket winner. Gilchrist HOA would handle everything from their end. The raffle winner will receive a check written from Gilchrist HOA to CSD. The Board is in consensus to participate with Gilchrist HOA.

Doris is informing the Board of the need for a temporary office clerk. We are looking at a temp agency as well as just hiring a temporary person through CSD. There is a lot of stress for Jacob and Brenda. Both doing more than they were hired for and doing more than 1 person can do. Both Jacob and Brenda are doing above and beyond. We are gathering the information on what the needs are of CSD, how many hours, temp or permanent, temp agency or hire and what CSD can afford.

Wastewater Operator, Jacob Dozier has turned in his resignation and it has been accepted by CSD. Jacob has many projects going on, we need to make sure nothing gets lost or dropped. He is working until September 29th. Doris has a list of projects, and the Board needs to prioritize this list for what we need Jacob to do before his last day. The SOPs on Jacobs job is the most important and must be a prioritization. Forrest Allphin is volunteering to help establish SOP's for CSD and will be working closely with Jacob. Brenda and Doris are working with HR Answers. HR Answers is emailing over templates on Job Announcements, Employee termination & new hire packets. Also, templates for interview questions. Scott is saying we do not have time to do a job announcement, there must be a "emergency hire" policy somewhere. Jacob stated that other sewer companies are willing to help us. Also, Keith from OAWU is also a good contact for CSD.

Clint Whitney does CSD's DRC services and signs our DEQ forms. His contract is up on December 31, 2023. CSD needs to review whether we need to renew his contract, or if CSD can hire an Operator with all the certifications, then we would not need to renew the contract.

Sewer Operator Updates:

Operator, Jacob Dozier presents a list of sewer topics and updates to each Board Member. Each topic is list A-Z, which is how this will be addressed in the minutes.

- A. CLS 3: Waiting for a quote from the contractor.
- B. CLS 5: Waiting for the engineering electrician to come out and run more tests.
- C. CLS 2: The pump has been pulled and is at Wadell Electric in Bend being inspected for what needs to be done to fix it. We are waiting for a quote on what this will cost.
- D. Gilchrist compound: Due to a miss communication, reaching out to the lawyer did not happen. It should be done before midweek next week.
- E. Degreaser has been used in CLS 5 and CLS 2, at this time Jacob is waiting for the

results. Jacob was able to test the root killer on only one property. He will be working in the future to cover more properties to test out the success of the root killer.

- F. Chlorination ducting: Jacob needs to find parts and then make repairs.
- G. Big Pines RV – CSD has fabricated a doghouse type structure with charcoal filters to be installed.
- H. The snowplow needs repairs for the kickstand legs. Jacob has a quote for a new kickstand for \$230.10. He also found one online for around \$200.00.
- I. For ducting in the Chlorination Building, we need to get a hold of an H-Vac company, or an option is to build our own.
- J. The Lift Station in Gilchrist was part of a vehicle accident. Jacob is putting together some bids to submit to the Adjuster at State Farm.

Presidents Report:

OBDD and DEQ loans status report: The Accountant will be working with DEQ and OBDD to renegotiate these loans. This process will begin once CSDs audit is completed. Mr. Gil's consulting contract expires September 2023. Mr. Gil has agreed to extend the contract to December 31, 2023, at the same rate. Scott DeCarlo motioned to extend the consulting contract with Mr. Gil. Doris Allphin 2nd the motioned. The motion passed unanimously.

CSD's Audit for FY 2022-2023 will begin on September 25th. The interim has already begun and is due by September 11, 2023. Office Manager Brenda Ashcraft and CSD's Accountant will be working with Sensiba CPA's. This year's Audit will cost CSD \$16, 500.00.

The Board had discussed previously changing or adding to the By-Laws. One By-Law the Board wanted to amend is "a Board member needs to be an elector **and** a landowner. There is a statute that states the wording must be **or**, so therefore the Board cannot change the By-Law to "and".

The second By-Law discussed was if a Board member missed 3 meetings they could be removed from the Board. There is already a By-Law that states this, so the Board does not need to make any changes to this By-Law.

Employee Handbook – Doris is making process with this task, but she is asking the Boards opinion on "Dress Code". Depending on the department the employee is working is what would be appropriate.

What paid holidays would be included in "Holidays"? Do we include Columbus Day, the Day after Christmas. Let's put this on hold until the next meeting.

Office security – We are still trying to decide what would work best for the office, but it is being worked on with Brenda, Doris, and Scott.

CSD Website – Our Web Master is resigning between now and December due to his health. We need to look for a replacement between now and the end of the year. Scott DeCarlo is asking if maybe Donnie Burklow would be interested in taking over CSD Website? Doris will be checking with Donnie to see if this is a possibility.

Doris read a letter from Big Pines RV stating that they have been re-zoned as a motel. This letter was dropped off after business hours. CSD will contact Klamath County and do the research. There are lots of questions and research that needs to be done. CSD employees and the Board are understaffed. This may take some time.

Public Questions and Comments:

Charles Bean – He wants to know if Gilchrist and Crescent are paying the same sewer fees. Doris stated that “Absolutely, yes” both cities are paying the same amount, it is one sewer system. Mr. Bean also brought up that he is not living in Oregon from October to April, why does he still have to pay? One year he didn’t have to pay and then the next year he had to pay. Doris stated “yes, CSD changed that awhile back.” It is on Ordinance 12-8-2021. Scott stated that CSD could not regulate this and depend on “self-reporting”. CSD does not have the manpower to go house to house to inspect or verify the “self-reporting”. Not everyone is honest. Mr. Bean asked if CSD was aware of the sewer issues because of the old piping (terracotta piping) and that it is already a problem on Knob Hill. He also asked if Eric, from Gilchrist Water, is managing the sewer in Gilchrist or CSD? Scott stated that CSD is managing the sewer in Gilchrist and Crescent. Scott stated that Anderson Engineering wanted to replace Gilchrist (terracotta) piping, but CSD does not have the funding for that, it is millions of dollars. Right now, CSD is trying to come up with solutions, such as root killer, using the router and replacing parts of the (terracotta) piping. Jean Stumbaugh asked for clarification on what lines are the property owners’ responsibility and which are CSD’s responsibility. Scott stated that the lateral lines are the responsibility of the property owner, and the main lines are CSD’s responsibility. Scott stated that the Board is short of 2 people, our Operator is leaving, there is a lot going on now. Mr. Bean asked if CSD has another Operator lined up for when our Operator leaves. Scott explained that we do not at this time. Doris stated that CSD still has Eric, from Gilchrist Water, who has been working as our Operators backup. However, Eric has his full-time job.

Doris stated that there are a few hoops we must jump through to hire another Operator, there are laws that we must follow with hiring, it would be nice if just a handshake would work, but it is just not that way. If a new hire does not have their certifications, they will have to acquire them within a certain time frame. CSD may have to hire someone who does not have their certifications. Ideally, we don’t want to hire someone just to have a warm body. CSD does not have benefits to offer their employees, it is going to be difficult to find someone who has all the qualifications coming on board.

Jean Stumbaugh asked about those who do not pay. Doris explained that at the end of our fiscal year we turn in the accounts that have not been paid to the Klamath County Assessor’s Office, they pay us the outstanding accounts and then they apply that to the property owner’s property taxes. Doris informed the guest that as we learn of programs that are available to CSD customers and community we work hard to get that information out to the public. KLCAS (Klamath and Lake Community Action Services Water and Sewer Assistance) is one that CSD promoted to our customers and the community. Its funding ran from November 2021 to September 2023 when funds ran out. Grants are difficult to acquire because we are not in active construction.

Adjournment: 6:39pm