



## Crescent Sanitary District

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## Board Meeting Minutes October 11, 2023

### **Board Members in Attendance**

- Doris Allphin – President
- Scott DeCarlo – Vice President
- Marvin Hicks – Treasurer
- Brenda Ashcraft – Office Manager
- Brent Whitney – Wastewater Operator Trainee

### **Visitors in Attendance:**

Ken Medenbach

**Meeting called to order by:** Doris Allphin at 5:01pm.

### **Approval of Minutes**

Approval of September 13, 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. Brenda presented the P&L Budget vs Actual Report for the Boards review. It was discussed that at the September board meeting the Budget Report was presented in more detail. The facts and situation of CSD's position with the budget is still a current issue. There were not any new questions regarding the P&L report at this time.

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

### **Old Business**

Contracts for Mr. Gil with Biz Taxes, accounting consultant and Clint Whitney who handles are DCR and signings for DEQ are up for renewal on 12/31/2023. Brenda will contact them to submit a renewal contract for the next calendar year.

## **New Business**

Mr. Gil with Biz Taxes has submitted his contract for taking the lead in CSD's current audit with Sensiba San Filippo LLP. Mr. Gil will work in partnership with Doris Allphin, President, Marvin Hick, Treasurer and Brenda Ashcraft, Office Manager.

Marvin Hicks motioned to accept Mr. Gil's contract. Scott DeCarlo seconded the motion. The motion passed unanimously.

Mr. Doornink with Code3 Creative has submitted his annual contract for Webmaster. Mr. Doornink will handle CSD's web site including updates, cyber security, hosting entity and postings. Scott DeCarlo motioned to accept Mr. Doornink's contract. Marvin Hicks seconded the motion. The motion passed unanimously.

Mr. Ken Medenbach submitted his proposal for labor and materials for the construction of adding an entry way to CSD office. This entry way was discussed in September's board meeting. The office needs more security. Ken was also asked to build "dog houses" around the existing wells that house the pumps to reduce the bad sewer smells. We also need a man door built and a rollout door for CSD's storage unit.

Scott DeCarlo motioned to accept the proposal and move forward with all projects. Doris Allphin seconded the motion. The motion passed unanimously.

The CLS-5 generator – Darrel from Anderson Engineering sent a letter to CSD stating that he could come out and do assessment for \$2,000.00. Anderson Engineering did the specifications but is stating that Kholer did them. Currently there is deflection from Anderson Engineering as to who is responsible. Scott DeCarlo is continuing to work on this issue and will provide the board with status updates.

CSD was looking into working with Crescent Water to receive water usage reports for commercial businesses. Currently, CSD is understaffed on the Board, and does not have a Wastewater Operator. Board members consensus was to table this project and revisit in 6 months.

We need to look at the security of the Vacc Truck. Scott DeCarlo will put together some suggestions for the next board meeting.

The F250 – The transmission is starting to slip. The fluids and anti-freeze were extremely dirty. The maintenance of the truck was not done regularly, and the engine was not set up to do the snowplowing. These things combined have strained and damaged the truck and are starting to cause some serious issues. It also needs tires. It would be best to have a utility body instead of a bed for all the equipment transported. We need to look at either selling it or putting in a new transmission before issues become bigger. We can buy a utility body for approximately \$1000.00 depending on where we look. Scott has looked at some used trucks that need work. We need to be aware of titles if we buy a truck from a private seller.

The parking lot out back of CSD – There is an issue with customers from the Tavern parking in the back parking lot, especially during lunch and after 4:00pm. Employees are at times

blocked in. There are 2 signs that say no parking. Doris will look at some solutions to this problem and talk with Donna Werner, the owner of the building.

Gilchrist Water is using CSD diesel for their dozer. Brenda will check with the accountant on the billing and depositing payments to which chart of accounts. We will charge them a \$5.00 convenience fee and their fuel usage. The Board has asked Brenton to fill up the tank before he fills up the dozer. This way we have a receipt for the fuel and an accurate usage amount.

There are safety training classes for the Operators at OAWU. There is OSHA and confined spaces safety classes. We need to have Eric and Brenton attend these classes. CSD will pay for the classes and the employee's time and mileage. Scott and Brenton will implement this.

### **Sewer Operator Updates:**

A list of sewer topics and updates is supplied to each Board Member. Each topic is listed A-Z, which is how this will be addressed in the minutes.

- A. The Sewer Operator Position is not filled yet. We have hired Brenton as our Operator Trainee on an emergency hire, he started on Sept. 26, 2023.
- B. Gilchrist Mall Lift Station – waiting on State Farm's adjuster to approve the appraisal for the damage repairs.
- C. Pump repair –. We have 2 bids for electrical, dismantlement and installation of pump. Waddell's bid is for \$42,212.00 to repair an old pump. This includes the dismantling and reinstallation of the old pump and electrical. Owens Pump is \$10,055.00 for a new pump only (no dismantling or installation). CSD would need to provide the VFD for \$3,826.00. A bid from US West for the electrical, dismantling and installation of the new pump. Doris Allphin made a motion to go with buying a new pump with Owens Pump with warranty and look for more options on buying a VFD and to look for more bids for the electrical, dismantling and installation. Scott DeCarlo seconded the motion. The motion passed unanimously.
- D. CLS 5 – Odor remediation – needs a metal roof.
- E. Gilchrist Mill – Scott is going to find out the status of this situation and report back at the next board meeting.
- F. The chlorine building at the Lagoons needs a fan duct for air ventilation for the safety of the Operator. Scott can build one and will be moving forward with getting this done.
- G. Repairing the snowplow blade – The snowplow is too much for the F250 engine, let's not repair it and maybe sell it. It is proposed that Scott get a bid from Walker Range to do CSD's plowing for the Lagoons and office.
- H. Water feed line at the Lagoons – we need to look at insulation so that the line does not freeze. Scott and Brenton will move forward with this.
- I. Grading access road to treatment facility – Scott and Brenton will investigate this with the Forest Service and ODF.
- J. Water runoff on the east of Lagoons – There is erosion from the hillside the runs into

the Lagoons and the access road. Water is carrying the dirt across the road. A ditch needs to be put in for the runoff.

- K. The corner 5<sup>th</sup> & Lowell property– there is a request for System Development Fee and Stub Fee from potential buyers. Brenton located the pipe connection to the main line and the location of the stub. There is not a stub installed on the property. The Stub fee will be on the property owner, as well as the System Development Fee.
- L. The chlorination process numbers are off. Brenton is working with Justin at DEQ, Scott DeCarlo and Keith from OAWU.

### **Presidents Report:**

CSD's Audit for FY 2022-2023 began on September 25<sup>th</sup>. All Fall Fieldwork Request List will be submitted to Sensiba on October 30, 2023. Sensiba said the Audit should have a draft for review between November 13-17, 2023. If the audit goes smoothly, we shouldn't have any delays.

Employee Handbook – Doris is making process with this task. The Board still needs to approve many details throughout the handbook. There are so many projects happening with CSD in many different areas. Doris suggested that we hold off until next months board meeting to continue and finalize the employee handbook project.

SOPs have been concluded for the operations side of CSD, however, SOPs are still in progress for the office. We are hoping to have this completed by December 31, 2023.

The renegotiating of the loans for DEQ and OBDD will begin after CSD's audit is completed. Mr. Gil, with Biz Taxes will submit a contract for this project once the audit is completed. Mr. Gil's first step will be to contact DEQ and OBDD stating to them that CSD is not able to fulfill the contract as it stands. CSD's intention is to renegotiate these loans and ask each party to submit what the process is to begin. Mr. Gil will then advise the Board members of his findings.

### **Public Questions and Comments:**

No Comments

**Adjournment: 7:18pm**