



Crescent Sanitary District

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Board Meeting Minutes

November 15, 2023

Board Members in Attendance

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

Visitors in Attendance:

No visitors

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

Approval of Minutes

Approval of October 11, 2023, minutes was motioned by Marvin Hicks. Scott DeCarlo 2nd the motion. 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. The situation of CSD's financial position with the budget is still a current issue. There were not any new questions regarding the P&L report at this time.

Brenda was asked to consult with Kim Mathers and find out the details regarding the contingency fund Savings Account.

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

Scott DeCarlo needs to be reimbursed for tools, gloves, and a flashlight. He has submitted the receipts to Brenda. Doris Allphin motion to approve the reimbursement. Marvin Hicks 2nd the motion. The motion passed unanimously.

Contracts for Accountant, Mr. Gil is dated from January 2024-December 2024 and DCR, Clint Whitney from October 2023-December 2024 were presented and reviewed by the Board. Scott DeCarlo motioned to approve both contracts with Mr. Gil and Mr. Whitney. Marvin Hicks 2nd the motion. The motion was passed unanimously.

CSD made a contract with Walker Range for road maintenance and plowing. CSD will give credit for the monthly sewer bill to Walker Range in leu of cutting them a check each month for services provided to CSD. The Board was in consensus to approve the contract.

Old Business

Big Pines RV update – The Board has completed their review regarding Big Pines being charged as a hotel. Big Pines is not a hotel per Klamath County Planning Department and Commercial Industrial Appraiser. Big Pines will continue to be charged as it has been. The Board selected a specific date supplied by Big Pines to do a walkthrough of the property to get some clarification on the spaces/cabins on the property. During the reviewing of maps from Big Pines CSD realized our numbering for spaces/cabins is different than the map.

The Board did a final review of the Wastewater Operator I & II job description and job announcement. Also, reviewed the Office Clerk job description and job announcement. These job announcements will be posted at Crescent and Gilchrist Post Offices, 2 Rivers Grocery Deli, OAWU and SDAO. Brenda is getting quotes from The Hearld and the Couth Coast Shopper, an online paper in La Pine.

Marvin Hicks motioned to approve the job descriptions. Duffy Caldwell 2nd the motion. The motion passed unanimously.

An update on the Audit was given by Brenda. All fall work was submitted on time for the deadline of October 30th except for the GASBY. Doris and Marvin were sent an email from the accountant, Mr. Gil, explaining the GASBY laws and his advice on moving forward with this. Last FY2021-2022 audit the GASBY was completed by Sensiba, CPA's. Mr. Gil's advice is that we see if Sensiba would be willing to do the GASB again. Mr. Gil sent another email to Marvin, Doris and Brenda informing the Board that even if CSD does not require another audit, CSD will still be subject to GASB accounting reporting for their financial statement presentation. The audit is supposed to be up for CSD review between November 13-17th, however, we received an email from Ms. Bartlett, CPA stating that Lisa, who has been handling our audit, is no longer with Sensiba. This could delay the completion of the audit.

State Farm is requesting a more detailed itemized list of the repairs and materials. Operator, Brenton, has requested this list from the contractor, Westlund Construction. State Farm is not making the process of getting the lift station fixed easy and it is taking much longer than CSD expected. With winter weather upon us, this needs to be fixed immediately, if this lift station goes out or collapses from the weight of the snow this could be catastrophic. Scott and Brenton have talked with the claims adjuster and are not making any forward progress. It is suggested that we contact our lawyer and ask for advice or direction on this matter. Doris will send a letter to CSD's lawyer.

UPDATE: The same as last month: 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.

New Business

The Board presented Resolution 11.15.2023 – Resolution to Increase Call Out Charges – this resolution approves the increase of the hourly rate charged by CSD to a customer when the customer calls CSD Operator to make a repair that is found to be a repair that is the customer's responsibility and not CSD responsibility.

Votes on and approved November 15, 2023, by a vote of 4 Yeah and 0 Nay 1 Vacant Position

The Board reviewed the 2024 Federal Holidays and adopted all Federal Holidays to be observed for CSD. Regarding Thanksgiving Holiday, Friday, the day after Thanksgiving will also be a paid holiday for CSD employees. If a CSD employee observes a religious holiday different from the current list, the employee will be given the day off without pay.

January 1 – New Years Day

January 15 – Birthday of Martin Luther King, Jr.

February 19 - Washington's Birthday

May 27 – Memorial Day

June 19 – Juneteenth National Independence Day

July 4 – Independence Day

September 2 – Labor Day

October 14 – Columbus Day

November 11 - Veteran's Day

November 28 – Thanksgiving Day and Friday the day after

December 25 - Christmas Day

Board Members discussed and reviewed employee Christmas bonuses. The board was in consensus to approve the Christmas bonuses.

The Board discussed a pay raise for the Office Manager starting November 19, 2023, pay period. The Board was in consensus to approve a pay raise of \$4.00 an hour.

Sewer Operator Updates:

- The vacc truck needs a screen. Scott has some pictures of what may work and is getting a quote.
- Brenton and Scott are waiting on a bid from Automation Group, Electricians.
- Scott, after much research presented the need for specific equipment to be able to do jobs efficiently.

1. Metal detector \$170

2. Pen Pointer \$24.00
3. Maybe a locator
4. Camera 328ft of line to look in the sewer pipes \$3700.00.

Doris Allphin made a motion to approve the expenses. Duff Caldwell 2nd the motion. Motion passed unanimously.

- F250 Truck maintenance – Scott found a shop in town.
 1. Oil Change \$200
 2. New batteries \$430
 3. Walmart tires \$178.99 each

CSD will at some point still have to address the F250 transmission and replace the bed for a work bed. Doris Allphin made a motion to approve a limit of \$2000.00 towards the maintenance of the F250. Duffy Caldwell 2nd the motion. The motion passed unanimously.

- Update on the office foyer – job is completed except some paint and a few adjustments.
- CSD's Operator's should have identifying clothing for their safety. The F250 should also have identifying signs on it. Doris got a quote for 2 stickers for the F250 with CSD logo at \$150.00 a sticker. Brenton will look at the cost of sweatshirts, shirts, and a baseball cap. Doris knows of a place in La Pine that can do the embroidering.

Presidents Report:

Doris presented the Board members with Board Member and Budget Officer Job Descriptions.

Doris announced that she will be stepping down as President as of December 1, 2023. We still have a quorum.

Public Questions and Comments:

No Comments

Adjournment: 8:30pm