



## Crescent Sanitary District

136745 Hwy 97 Crescent, OR 97733 P.O. Box 265

Phone: (541) 433-2951

Email: [info@crescentsanitarydistrict.org](mailto:info@crescentsanitarydistrict.org)

Web Site: [www.crescentsanitarydistrict.org](http://www.crescentsanitarydistrict.org)

## Board Meeting Minutes

December 6, 2023

### **Board Members in Attendance**

- 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:** Scott DeCarlo at 5:00pm.

### **Approval of Minutes**

Approval of November 15, 2023, minutes was motioned by Marvin Hicks. Scott DeCarlo 2<sup>nd</sup> 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.

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

### **Old Business**

State Farm update – Scott and Brenton are still dealing with State Farm. CSD has heard back from our lawyer. They stated that CSD needs to go ahead and do the repairs so that more damage from the weather does not happen, causing the lift station to be shut down. The health and safety of the public is too important to continue to wait for State Farm. Once repairs are completed, we can submit the costs to State Farm, and at that time if the need for lawyers to get involved arises, they will do so.

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**

In previous years, CSD Board members decided not to take the monthly meeting payment that they could receive. However, with all the changes happening in CSD and the understaffed board as well as being understaffed in the office, the board members have had to be at CSD more and fill in to help with contracts, training, and other administrative duties. Brenda contacted Tonya Grass, the legal and technical support administrator at SDAO for the laws and regulations regarding this matter.

ORS 198.190 allows districts to pay board members up to \$50 per day as compensation for serving. This would mean they could receive a maximum of \$50 for each day of active board service (whether attending a meeting or doing something else in the service of the district). That's the statutory maximum, but within those parameters districts can adopt whatever policy they choose; for instance, some boards are strictly volunteer, others compensate but at a lower rate, etc. That is up to whatever policy the board adopts. But if there isn't already a compensation policy in place, it's a good idea to have the board adopt one, just to clarify if and in what amount board members are to be paid, and for what specific duties. In addition to compensation, districts can and should also reimburse board members for any qualifying costs incurred while serving. Scott DeCarlo made a motion to pay the board members \$50.00 for each day of active board service, whether attending a meeting or doing work in the service of the district. Marvin Hicks 2<sup>nd</sup> the motion. The motion was passed unanimously.

The sewer rate for late fees were raised July 2023 to \$15.00. 6 months later the number of delinquent accounts has not changed. The Board is proposing that the late fee be raised to \$25.00 starting December 2023 billing. The Board addressed the policy of waiving or adjusting a late fee. The policy will be that the proposed waived or adjusted late fee be brought to the board meetings for approval. If approved the documentation and adjustments be posted into the general journal ledger in Sequoyah.

CSD has decided to adopt a new policy to include "background checks" and "DMV driving record checks" on all new employees. CSD will be working with HR Answers, who do the whole package starting at \$60 a report. Scott DeCarlo made a motion to approve the background and DMV checks. Marvin Hicks 2<sup>nd</sup> the motion. The motion passed unanimously.

Sewer Regulations Ordinance 03-21-2019 needs to be reviewed and some changes need to be made. The board was given a hard copy of the entire ordinance to review. It will take

time to review its entirety and make all the necessary changes. They will work on it a bit at a time over the next few board meetings. The board members reviewed pages 10 through 11. Scott DeCarlo motioned to make the discussed changes to pages 10 through 11. Duffy Caldwell 2<sup>nd</sup> the motion. The motion passed unanimously.

CSD needs one more check signer, bringing the total number of signers to 3 board members. The board proposed that Duffy Caldwell be made a check signer. Scott DeCarlo made a motion to approve Duffy Caldwell as a check signer. Marvin Hicks 2<sup>nd</sup> the motion. The motion passed unanimously.

A policy for operators to be “on call” needs to be established. It is proposed that “on call” pay will be the operators hourly rate doubled, with a cap of \$75.00 per day. With the increase of a pay raise, the “on call” pay will increase. When an operator is “on call” the max miles the operator can be is 100 miles away, however, the mileage and pay is only from the operator’s place of residence to work and from work to the operator’s place of residence. The operator will be paid time and half starting from the operator’s place of residence to work and from work to the operator’s place of residence.

An agreement between Crescent Water and CSD is being reviewed. CSD is requesting water usage for Crescent businesses to get snapshot of monthly water usage. This will give CSD the information to get a better idea of usage versus CSD’s cost for providing sewer services. Having this information will allow CSD to research whether we could base sewer cost on usage for businesses. However, Gilchrist is not on metered water and because CSD is providing services to Crescent and Gilchrist businesses, this causes a problem. CSD is a business that wants to provide fair services and pricing to all businesses. Crescent Water would need to send out release forms to their business customers requesting permission to give CSD this information. One way for CSD to pay for these services is to reduce the sewer bill for Crescent Water by \$30.00 a month for 1 year. 1 year of water usage data would be ideal. Scott DeCarlo made a motion that CSD draw up an agreement with Crescent Water for their review and if accepted by Crescent Water, CSD would sign the agreement and move forward with the process. Marvin Hicks 2<sup>nd</sup> the motion. The motion passed unanimously.

The board is proposing that CSD employees be offered medical stipend, since CSD does not offer medical/dental/vision benefits. Brenda will look into what CSD needs to do for contract and accounting GAAP policies.

### **Sewer Operator Updates:**

- There is a new food truck in the parking lot of Crescent Moon. The owner of the food truck asked to dump clean water into the clean out for the sewer, this would happen every day that the food truck is open. After reviewing CSD’s price list, the closest fee to this process would be the base rate of \$58.50, which is the same as the base rate for RV parks. The board was in consensus with this decision.
- CSD hired Ken M. to install a garage door on the storage shed outside behind the main office. Including the garage door purchased at Habitat, it will be \$500.00.
- The CSD stickers for the F250 and uniforms for the operators have been purchased.

We are waiting for the uniforms to be completed and the stickers to arrive.

- TAG has given a quote of \$9,950 for the VFD for Lift Station 2. It will take about 28 hours of labor at \$139.00 an hour for labor.

**Presidents Report: No report**

**Public Questions and Comments:**

No Comments

**Adjournment: 7:39pm**