



Crescent Sanitary District

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Board Meeting Minutes January 10, 2024

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 5:01pm.

Approval of Minutes

Approval of December 6, 2023, minutes was motioned by Scott DeCarlo. Duffy Caldwell 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 Report, Scott asked what the entry for “Utility Revenue Refunds” was about. There were 2 accounts that were refunded during this FY 2023-2024 for the entirety of their payments. Both customers had been paying the monthly sewer bill, however, both have property that are empty lots. Marvin Hicks made a motion to pay the upcoming bills provided. Scott DeCarlo 2nd the motion. The motion passed unanimously.

Old Business

State Farm update – Scott and Brenton are still dealing with State Farm. Scott is having trouble with the adjuster, Mark Spotts. Can CSD pay for the repairs and turn in invoices to State Farm for reimbursement?

Brenton has received new quotes from a different electrician that is cheaper than our previous quote and has better equipment (VFD) and less time for the project to be completed. Mid-State came out to look at the lift station and there are no exposed wires or

danger to the public. Brenton is waiting for the written quote to be able to move forward.

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.

Scott stated that the job announcement for Operator II needs to be taken down from anywhere posted, he would like to leave the Operator I still posted at this time, although CSD cannot afford to pay 2 full time operator positions, both attaining their certifications. Scott stated that we do need to hire a part-time person or trainee to help Brenton, especially when the weather gets better, and Brenton has more work. For the Office assistant position we only have one applicant, and the board is wondering if we wait for more applicants, the right person to fill the position. The job title for Office Clerk was changed to Office Assistant and the job description was changed, VP Scott DeCarlo stated that CSD needed someone with qualifications that could mirror the Office Manager's position. Marvin stated that the office assistant position should be 4 days 8 hours instead of what was previously approved in November of 4 days 4 hours a day, this way the new employee would have the same hours as our Office Manager. The board was in consensus to take down the job announcement for the Operator II, leave the Operator I still posted and change the hours for the Office Assistant to 32 hours a week.

New Business

Sewer Use Regulations Ordinance 03-24-2019 and Sewer Use Regulations Ordinance 2022-01 need to be compared to make sure pertinent information was not lost. VP Scott gave the board members copies of Ordinance 03-24-2019 to review sections of it a bit at a time back in December. The same needs to be done with Ordinance 22-01. The board needs to continue this process to move forward with the reviews and making changes. Brenda informed the board that they cannot just make changes to the original ordinance, vote on changes, and post it, as done in the past. There are procedures and a process for this. The board needs a new ordinance that supersedes and replaces the old ordinance.

VP Scott made a motion to change the CSD Policy for signing CSD contracts. In the past only the President's signature was needed on such contracts. Going forward VP Scott motioned 2 signatures be required on such contracts/documents. One signature must be a ranking officer: President, Vice-President, Treasurer or Secretary. The second signature can be by another board member at large. Marvin Hicks second the motion. Motion passed unanimously.

DEQ sent over a loan amendment contract for signature. This amendment only changes the due date from 12/2023 to 12/2024. This leaves the loan in good standing and not in default as CSD moves forward to renegotiate the original loans. Scott proposed that we send the amendment to CSD lawyers for review. The board was in consensus.

CSD has been looking into medical benefits for its employees. At this point CSD cannot afford to pay for full benefits. To at least be in the forward motion of taking care of employees, Treasurer, Marvin motioned that CSD pay full time employees a medical stipend of \$25.00 a week (\$50 a pay period). This medical stipend is taxable. Duffy Caldwell seconded the motion. Motion passed unanimously.

Office Manager Brenda informed the board that the CSD delinquent accounts can only be turned in to the County Assessor's Office once a year in July.

OBDD is requiring CSD to do a Rates Survey through RCAC at no cost to CSD. This survey is mandatory and the beginning process of CSD's renegotiating of loans with OBDD.

VP Scott DeCarlo motioned that our On Call Operator receive an overdue pay raise of \$5.00 more an hour. Duffy Caldwell seconded the motion. Motion passed unanimously.

VP Scott DeCarlo has been working at CSD close to full time since Operator I resigned. Brenda explained that per GAAP the rules to a 1099 contract is that the contractor is not an employee. CSD cannot make the hours or the "how" to do the job with a contractor, as soon as these lines are crossed, the contractor is now an employee. Marvin motioned that CSD make a contract and 1099 with Scott. Duffy Caldwell seconded the motion. Motion passed unanimously.

Scott proposed that CSD investigate a Weather Policy for our "On Call" employees. One idea is if the weather has poor driving conditions, the closest operator to CSD would be the one to respond to the emergency. The board will continue to review this proposed policy.

Gil Ernst spoke with VP Scott regarding an electrical vehicle powering station being installed in the spring. VP Scott thinks CSD should still move the lift station back 6 ft more, so as not to incur any more accidents to the lift station. The construction plans Gil Ernst shared conflict with Scotts plans to move the lift station. Scott thinks CSD can do the existing repairs to the damaged lift station and bill State Farm for materials only.

Sewer Operator Updates:

The project to add a "garage door" to the storage shed out behind CSD office will begin this week.

Presidents Report: No report

Public Questions and Comments:

No Comments

Adjournment: 8:02pm