



Crescent Sanitary District

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Board Meeting Minutes Thursday March 20, 2025, at 3:00pm

Board Members in Attendance

- Jim Simmons – President
- Tom Fuller - Vice President
- Ernie Morreira – Member at Large (via Zoom)
- Brenton Whitney-Operator
- Wendy Brown – Office Clerk

Visitors

- Jim Wilhelm via Zoom

Meeting Called to Order: Meeting called to order by Jim Simmons at 3:08pm.

Agenda

Approval of Minutes, Agenda, and Financials

Jim Simmons made a motion to approve February 13th, meeting minutes. Tom Fuller 2nd the motion. Motion passed unanimously.

Tom Fuller made a motion to approve the agenda. Jim Simmons 2nd the motion. Motion passed unanimously.

Jim Simmons made a motion to accept the financial reports and expenses. Tom Fuller 2nd the motion. Motion passed unanimously.

New & Old Business

Jim Simmons discussed that the board will be advertising for a Budget Officer.

Jim Simmons discussed all DOJ demand letters have been responded to and will be posted on our website.

Jim Simmons discussed that he will be speaking with Joe Spendolini and Mr. Gil to come up with a job description and budget for possibly hiring a Certified Administrative Operator.

Board Comments

None

Operator Report from Brenton

- Met all DEQ requirements for the month.
- We received 1 locate that was finished the same day we received them.
- Cleaned 100ft of sewer mainline.
- TV footage for this month was 0ft.

- Monthly DMR's completed and turned in.
- Took care of the plowing around the office and lagoons.
- 2025 on-call schedule is complete.
- Monthly safety meeting and training are complete.
- 1 time a week, the Operator will take the Ford work truck home to fuel up for the week.
- Updated Emergency Response Plan.
- Office bathroom flooded, was able to clear and clean up.
- Had a lift station failure still waiting on the flange but it's getting by for now.
- Helped with backup on the compound.
- Planning all maintenance for the summer.

Office Clerk Report from Wendy

- Reviewed total active customer accounts
- Reviewed collections and where we stand for the month.
- Discussed Collections and how much we are losing each month with customers who do not pay.
- 90-day collection letters just started going out this month and 1 had already called and made arrangements.
- Discussed the total of \$1250.00 in late fees that were applied to February accounts.
- Compared February versus March collections and how it is kept track for totals.

Public Comments

- Jim Welham spoke and stated that he is willing to help write the budget and come down to help with any forms if the board needs the help.

Adjournment: 3:31 pm Jim Simmons made a motion to adjourn the meeting. Tom Fuller 2nd the motion. Motion passed unanimously.

ATTEST



Tom Fuller-Vice President



Jim Simmons - President