



Crescent Sanitary District

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Board Meeting Minutes Thursday April 17, 2025, at 2:00pm

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 2:05pm.

Approval of Minutes, Agenda, and Financials

Jim Simmons made a motion to approve March 20, 2025, meeting minutes. Tom Fuller 2nd the motion. Motion passed unanimously.

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

New & Old Business

Jim Simmons made a motion to approve Bruce Reed as the Budget Committee Officer. Tom Fuller 2nd the motion. Motion passed unanimously.

Jim Simmons discussed Doris Allphin and Jim Kay also on the budget committee.

Jim Simmons discussed that we will be having to make changes to the website to make it ADA approved and that Code3Creative will begin making those changes to make sure we are compliant and that there will be a fee but not sure the amount yet.

Jim Simmons discussed 102 Jones St in Crescent OR, who has requested that we waive all past due charges as he is working on getting the sewer hooked up. The board decided to table the issue till the next board meeting to give them time to call Klamath County and look into the ordinances further.

Board Comments

Tom Fuller asked the Operator when the lift station in front of Gilchrist Mall will be filled in. Brenton stated that the owner does not want it to be filled in until the ground is dried out as it will cause damage to his new landscaping.

Operator Report from Brenton

- Met all DEQ requirements for the month.
- Received 3 locates that were finished the same day we received them.
- Cleaned 150ft of sewer mainline located on Hillcrest.
- Weekly check of manholes in Gilchrist to prevent SSO.
- TV footage for this month was 0ft.
- Monthly DMR's completed and turned in.
- Monthly safety meeting and training completed.
- Worked on Lift Stations almost every day. CLS #1 was having flange and pumping issues and CLS #2 was plugging up due to mass amounts of hair and VFD soft starts.
- Worked on Vac truck and it is up and running now.
- Started the budget committee process. Will be in touch with Mr. Gil to get the financials for the first meeting
- Closed project #3 and submitted to Mr. Gil
- Took care of a few backups
- Tractor has hydraulic leaks and needs new seals.

Office Clerk Report from Wendy

- Reviewed total active customer accounts including residential and business.
- Disclosed that we are starting to have numerous inquiries regarding development and sewer hookup.
- Reviewed collections and where we stand for the month and how the next month is looking.
- Discussed Collections and how much we are losing each month with customers who do not pay.
- 90-day collection letters continue to go out this month and 1 had already called and paid in full.
- Discussed working on getting customers set up on Autopay.

Public Comments

- Jim Welham spoke and thanked all CSD staff and board for posting the DOJ letters on our website and thanked us for all that we are doing for CSD.

Adjournment: 2:39 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