Crescent Sanitary District

136745 Hwy 97 Crescent, OR 97733 P.O. Box 265
Phone: (541) 433-2951
Email: info@crescentsanitarydistrict.org
Web Site: www.crescentsanitarydistrict.org

Board Meeting Minutes Thursday April 9, 2026, at 2:00pm

Board Members in Attendance

- Jim Simmons – President
- Tom Fuller - Vice President
- Ernie Morreira – Member at Large
- Mike Benton-Member at Large
- Steven Stark-Operator Trainee
- Wendy Brown – Office Clerk

Visitors
Jim Kay
Meeting Called to Order: Meeting called to order by Jim Simmons at 2:00pm.

Approval of Minutes, Agenda, and Financials
Jim Simmons made a motion to approve current agenda, Tom Fuller 2nd motion. Motion passed unanimously.
Jim Simmons made a motion to approve March 5, 2026, meeting minutes, Tom Fuller 2nd the motion. Motion passed unanimously.
Jim Simmons made a motion to approve March Financials, Tom Fuller 2nd the motion. Motion passed unanimously.

New & Old Business
Jim Simmons discussed CLS #1 being hit by a car and the insurance claim to get it repaired.
Jim Simmons gave an update on the budget committee and that it is on its 1st draft from the accountant.
Jim Simmons discussed problems with pumps and what is being done to work on them.
Jim Simmons discussed Operator's hours and training programs he is enrolled in.
Jim Simmons discussed the building structure at the lagoons and that he has obtained 3 estimates and where they are with the start of the build.

Board Comments
Tom Fuller asked how big the building structure would be and where it would be located.
Ernie Morriera asked about the door sizes to the building structure and if there would be power to the building.
Ernie Morriera asked if there is any way to shut down service to customers who do not pay.
Jim Simmons gave an update on DEQ & OBDD still waiting for them to send us a new forbearance agreement

Operator Report from Steven

- Completed daily lagoon perimeter check and flow pictures
- Daily email and locate checks
- CLS #1 Must be pumped out daily due to both pumps being down
- Discussed waiting for 2 new pump estimates to correct the issue at CLS #1
- GLS #2 is still down one pump and second pump having seal failure. Waiting for warranty to repair and replace pump
- 2 work orders for the month. One is completed, the other is in the process.
- Have had a total of 6 locates that are completed
- Vac truck needs hydraulic fluid and new vac hose due to cracks and tears
- DMR is scheduled to be completed this week

Office Clerk Report from Wendy

- Reviewed total active customer accounts including residential and business.
- 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.
- Discussed working on getting customers set up on Autopay.
- Made board aware of the other duties Office Clerk has been performing for CSD.

    1. Working with the Budget Committee to get them on track and items scheduled.
    2. Created a training program for Confined Space

Public Comments

Zach Kapp stated he wanted the board to vote on him being terminated. Jim let him know that he is the acting Administrator and the board does not have to vote. Zach was very upset and started arguing with board president. Office Clerk stepped in and let Zach know that the board meeting is not the place to discuss his prior employment and that he can pick up the phone and have a conversation with Jim.

Renee Kapp stated that she works with ADHD employees and welcomes those types of employees and that she is there to represent her son. A member of the community stepped in and asked what that had to do with anything and again this is not the time or place to discuss previous employees.

Adjournment: 2:33 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