



Crescent Sanitary District

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Board Meeting Minutes Thursday August 14, 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
- Zach Kapp-Operator Trainee
- Wendy Brown – Office Clerk

Visitors

- Jean Stumbaugh

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

Approval of Minutes, Agenda, and Financials

Jim Simmons amended the agenda to adopt and approve Resolution 08.14.2025 Supplemental Budget and Capital Acquisitions.

Jim Simmons made a motion to approve August 14, 2025, meeting minutes. Tom Fuller 2nd the motion. Motion passed unanimously.

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

Jim Simmons made a motion to approve July 2025 financials. Tom Fuller 2nd motion. Motion passed unanimously.

New & Old Business

Jim Simmons announced that the Sensiba audit will be starting August 10 versus August 25, 2025.

Jim Simmons discussed his meeting he had with DEQ and OBDD asking them for help on how to pay the loans.

Jim Simmons discussed that the accountant will be retiring in December, and the board will need to find a replacement soon.

Jim Simmons made a motion to approve the new hire of Zach Kapp as a part-time Operator Trainee. Tom Fuller 2nd the motion. Motion passed unanimously.

Jim Simmons read Resolution 08.14.2025 Supplemental Budget and Capital Acquisitions.

Jim Simmons made a motion to approve Resolution 08.14.2025 Supplemental Budget and Capital Acquisitions. Tom Fuller 2nd the motion. Motion passed unanimously.

Board Comments

Jim Simmons discussed that the bank approved a \$15,000.00 limit on the credit card but with Brenton Whitney resigning as of August 15, 2025, we will need to put the credit card in Jim Simmons name and once we receive the card, we can cancel the debit card that is currently in Brenton Whitney's name.

Tom Fuller discussed that he might have an operator candidate in the community and will be touching base to see if the community member would be interested.

Operator Report from Brenton

- Met all DEQ requirements for the month.
- Received 5 locates that were finished the same day we received them.
- Had a lift station failure at GLS#2. 1 pump burnt up and a new one is ordered. The other pump is working as usual.
- Cleaned a total of 150ft of sewer mainline located on Hillcrest.
- Weekly checking of manholes in Gilchrist to prevent SSO.
- TV footage for this month was 0ft.
- Monthly DNR's were completed and turned in on time.
- We are going to need at least two more barrels of chlorine to make it through winter.
- Monthly safety meeting completed.
- Training new part time employee.
- Got quotes on a couple pumps looks like it will be around \$12,000.00.
- Filled out 2 SSO for Manzanita and Mississippi

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.
- Discussed the amount that was sent to Klamath County Tax Accessors Office this year.

Public Comments

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
9-11-25