



# Crescent Sanitary District

136745 Hwy 97 Crescent, OR 97733 P.O. Box 265

Phone: (541) 433-2951

Email: [info@crecentsanitarydistrict.org](mailto:info@crecentsanitarydistrict.org)

Web Site: [www.crescentsanitarydistrict.org](http://www.crescentsanitarydistrict.org)

## Board Meeting Minutes Thursday March 5, 2026, at 2:00pm

### **Board Members in Attendance**

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

### **Visitors**

Mel Luckie  
Renee Kapp  
Jim Kay  
Lori Bruner  
Zach Kapp

**Meeting Called to Order:** Meeting called to order by Jim Simmons at 2:01pm.

### **Approval of Minutes, Agenda, and Financials**

Jim Simmons made a motion to approve current agenda, Tom Fuller 2<sup>nd</sup> motion. Motion passed unanimously.

Jim Simmons made a motion to approve February 12, 2026, meeting minutes, Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

Jim Simmons made a motion to approve February bank statements, Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

### **New & Old Business**

Jim Simmons discussed an update on his meeting with OBDD & DEQ and said that he is waiting for a response to his proposal regarding paying and getting CSD out of default.

Jim introduced Steven Stark as our new Operator Trainee

### **Board Comments**

Tom Fuller discussed that the Operator should go around and check the fuel in the generators to make sure there is no water or issue with the fuel.

### **Operator Report Steven**

No report given as new Operator just started.

### **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. Finished up with Code3Creative and ADA website is online and looks amazing.
  2. Working with the Budget Committee to get them on track and items scheduled.
  3. Created a training program for Confined Space
  4. Working with OSHA to comply with their consultation findings.
  5. Assisting in new hire paperwork and record keeping.
  6. Working with SDIS to get new Operator on CSD insurance.

**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: 2:19 pm** Jim Simmons made a motion to adjourn the meeting. Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

**ATTEST**



Tom Fuller-Vice President



Jim Simmons - President