



## Crescent Sanitary District

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### Board Meeting Minutes Thursday May 8, 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

- Marvin Hicks
- 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 April 17, 2025, meeting minutes. Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

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

Jim Simmons made a motion to approve April 2025 financials. Tom Fuller 2<sup>nd</sup> motion. Motion passed unanimously.

#### New & Old Business

Jim Simmons had Brenton Whitney (Operator) discuss the 4 private property lift stations and that we need to have the board decide on whether we are responsible for maintaining them or if it is the property owner's responsibility. The board is tabling the issue until they can investigate it further.

Jim Simmons made a motion to switch from debit cards at WAFED to credit cards with Brenton Whitney being the main card holder with a \$15,000.00 credit limit. Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

Jim Simmons discussed 102 Jones St and 361 Kaehn Rd in Crescent OR, both have requested that we waive all past due charges as they still have not hooked to the main sewer line as required by Klamath County. The board decided to table the issue till the next board meeting to give them time to call Klamath County and investigate the ordinances further.

Jim Simmons discussed his trip to Klamath Falls to present CSD's financial struggles and requested \$4 million in grant money to repair the current system and evaluate Gilchrist sewer collection issues.

Jim Simmons discussed his trip to Redmond to learn HR in the office to better help staff.

Jim Simmons discussed that CSD office lease is up on June 1, 2025, and that he will be meeting with the property owner the following week to renew the lease.

**Board Comments**

**Operator Report from Brenton**

- Met all DEQ requirements for the month.
- Received 24 locates that were finished the same day we received them.
- Submitted a SSO for the backup on Michigan.
- Cleaned a total of 250ft of sewer mainline located on Hillcrest/Michigan.
- Weekly check of manholes in Gilchrist to prevent SSO.
- TV footage for this month was 0ft.
- Monthly DMR's completed and turned in.
- We are going to start transferring water soon.
- Met with OAWU and did a cyber security test on the operations computer
- Monthly safety meeting and training are complete.
- The vac truck is up and running.
- Made the operations budget and submitted it to Mr. Gil.

**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.

**Public Comments**

- Marvin Hicks discussed whether we are looking at staff coverage for Operator and Office Clerk in the event either employee will need to take time off.

**Adjournment: 2:31 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