



# Crescent Sanitary District

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## Board Meeting Minutes Thursday October 9, 2025, at 2:00pm

### Board Members in Attendance

- Jim Simmons – President
- Tom Fuller - Vice President
- Ernie Morreira – Member at Large (via Zoom)
- Zack Kapp-Operator Trainee
- Wendy Brown – Office Clerk

### Visitors

**Meeting Called to Order:** Meeting called to order by Jim Simmons at 2:04pm.

### Approval of Minutes, Agenda, and Financials

Jim Simmons made a motion to approve September 11, 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 September 2025 financials. Tom Fuller 2<sup>nd</sup> motion. Motion passed unanimously.

### New & Old Business

Jim Simmons discussed Scott Aylock that works for the Governor to help with communities like ours. Jim let the board know that an upcoming meeting was scheduled for Scott to come and meet with Wendy and Jim.

Jim Simmons discussed his meeting with Kevin from SDIS on our insurance and how we can get discounted with our annual renewal.

Jim Simmons made a motion to approve the 2026 Holiday schedule for staff. Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

Jim Simmons discussed the upcoming operator conference and said that Zack will be attending.

Jim Simmons made a motion to approve using JR as a 1099 at \$20 an hour when a second person is needed for safety reasons. Tom 2<sup>nd</sup> the motion. Motion passed unanimously.

Tom Fuller discussed the Dino App for Sinclair gas stations and how we could potentially save money if we could use the app. Jim Simmons asked that he put numbers together to look at what the actual savings would be. Jim made a motion to table the issue for now. Tom 2<sup>nd</sup> the motion. Motion passed unanimously.

### **Board Comments**

Jim Simmons discussed the purchase of log gear and that Wendy would be making the logo clothing while on the clock to help avoid additional costs.

Tom Fuller asked Zack about the door handle falling off the vac truck and what Zack's plan was to repair.

Tom Fuller discussed the status of the tractor being repaired. Zack updated him on waiting for additional parts before it will be ready to pick up.

Tom Fuller wanted to know what the hose rolled up on the side of the building was from. Zack let him know it was the old hose that was just removed.

Ernie Morriera gave an update for the traps for the pumps. He is still looking into the cost of having them made versus purchasing.

### **Operator Report from Zack-Read by Jim Simmons**

- Discussed meeting all DEQ requirements for the month.
- No locates were requested for the month
- Replacement pump for GLS#3 arrived along with rebuild kit for old pump.
- Began installation of escape ladders at the lagoons.
- Weekly check of manholes in Gilchrist to prevent SSO.
- TV footage for the month was 0ft.
- Monthly DMR's were completed and turned in on time.
- Picked up 5 barrels of chlorine which should get us through the remainder of this year and possibly next.
- Monthly safety meeting and training complete.
- New 1inch hose for vac truck should be arriving this week. Upon installation, the vac truck should be up and running.
- Vac truck repaired and in running order.

### **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.
- Completed the 4<sup>th</sup> and final application request letters to accounts holders who have never turned it in.

### **Public Comments**

**Adjournment: 2:37 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