



Crescent Sanitary District

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Board Meeting Minutes

April 10, 2024

Board Members in Attendance

- Scott DeCarlo – Vice President
- Marvin Hicks – Treasurer
- Duffy Caldwell – Member at Large
- Brenda Ashcraft – Office Manager
- Brenton Whitney – Operator
- Michael Frederic - Operator

Visitors in Attendance:

Cathi Lane

Meeting called to order by: Scott DeCarlo at 5:01pm.

Approval of Minutes

Approval of March 6, 2024, minutes was motioned by Scott DeCarlo. Duffy Caldwell 2nd the motion. The motion passed unanimously.

Treasurer Report: Marvin Hicks

The Board reviewed the previous month's expenses and reports. The Board received a budget FY 2023-24 status report from Brenda, Office Manager. Brenda will email the P & L Budget vs Actual to the board members.

Secretary of State returned CSD's Amended Annual Report stating that the board must have a President and Secretary, it was stated that a board member can have two seats on the board. Scott DeCarlo is the VP and now holds the President seat as well. Marvin Hicks is the Treasurer and now holds the Secretary seat as well. Scott DeCarlo added a disclaimer that "the board taking on the additional callings are not able to take on the additional duties of President and Secretary, the purpose of taking on President and Secretary is only for the form from the Secretary of State." The board made a consensus to accept Scott DeCarlo as President/Vice President and Marvin Hicks as Treasurer/Secretary under the disclaimer.

Old Business

RCAC/OBDD/DEQ will be emailing out a calendar to CSD and board members directly for meeting dates and times available with these organizations. This meeting will be a meet and greet and to make sure all parties are on the same page and what the process and options are available for CSD to renegotiate their loans.

New Business

Board members need to review and approve the Vehicle policy. The Board needs to go over and under the board job descriptions and the duties of the board. Doris Allphin, previous President had attained a copy of a Board Duties Manual template from SDAO at a training event. Brenda will email both the vehicle policy and Board Duties Manual to each board member. Board members can review, make changes, and ask questions before voting on adopting the policy and manual.

The car accident that took out the GLS 3 has finally been settled and paid for in full. We are waiting for a refund of our deductible. Scott is concerned that this type of accident can happen again because of the location of the lift station. Scott is proposing that the lift station be moved 6ft. Scott has talked with the owner of Gilchrist Mall, Dennis Griffin, where the lift station is located regarding the relocation of the lift station. Griffin has asked for pictures of what the new structure will look like to include the color before CSD can move forward.

Board members were in consensus to move forward with interviewing for the Office Clerk position. The position is 4 days a week, 64 hours a pay period and pay is between \$20-\$23.00 per hour.

Board members were in consensus of interviewing for a temporary position for the office. This applicant would be called when a need for the office staff arises. This position would cover only when a need is available. The pay is between \$20-\$23.00 per hour.

Sewer Operator Updates:

- A customer's septic tank has collapsed, because of the danger to the public CSD called La Pine Septic to empty and decommission the tank.
- The Vac truck has been sent to Scott DeCarlo Inc. for several repairs and some welding fabrication needs to be done. We also need to look for storage for the vac truck during the winter. It's left out in the weather, the pipes freeze and the truck can not be used.
- A customer has requested that CSD install a clean out near the edge of their property and another property. The lateral line is the property owner's responsibility and CSD is not contracted to do construction of a clean out and CSD are not contracted plumbers. CSD can not put a clean out on this property owner property.
- The Operators have asked for clarification on the policy regarding when they are on call and get called out on emergencies and it is founded that the issue is with the lateral line and not the main line. Resolution 11.15.2023 states that a customer will be charged \$100.00 an hour if CSD Operators are called "out to make a repair that is found to be a repair that is the customer's responsibility and not Crescent Sanitary

- District's responsibility". On call hours are after business hours of the operators.
- CSD hired a new Operator. With 2 Operators CSD can now start to properly evaluate and mitigate the sewer system.
 - The F250 truck needs serious service and upgrades to be a work truck. Scott found a service truck, one in Astoria, Oregon and one in Klamath Falls. Scott is proposing that CSD purchase either the Ford or the Dodge Utility Truck after inspection and to have a spending budget up to \$4000.00. Brenda will reach out to SDIS to find out the insurance coverage particulars. Marvin Hicks motioned that CSD have a spending budget of \$4000.00 to purchase either the Ford or the Dodge Utility Truck after inspection. Scott DeCarlo 2nd the motion.
 - Brenda asked Operator, Brenton to compile a list of what training and certifications Operators need to have and the renewal dates of the trainings and certifications so that CSD can make sure they are compliant with the County, State and Federal laws.

Scott DeCarlo made a motion to adjourn the meeting. Duffy Caldwell 2nd the motion.

Presidents Report: No report

Public Questions and Comments:

No Comments

Adjournment: 6:25pm