



## Crescent Sanitary District

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## Board Meeting Minutes

May 9, 2024

### **Board Members in Attendance**

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

### **Visitors in Attendance:**

Bruce Reed

**Meeting called to order by:** Scott DeCarlo at 4:30pm.

### **Approval of Minutes**

Approval of April, 2024, minutes was motioned by Scott DeCarlo. Duffy Caldwell 2<sup>nd</sup> 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. Marvin requested to move \$500 to DEQ contingency fund and \$500 to Savings Account. Upcoming bills were presented to the board. Marvin made a motion to move the money into the accounts and pay the upcoming bills. Scott DeCarlo 2<sup>nd</sup> the motion. The motion passed unanimously.

President/Vice President and Marvin Hicks as Treasurer/Secretary under the disclaimer.

### **Old Business**

The status of the renegotiating of the loans with OBDD and DEQ: CSD is working on the Budget FY 2024-2025. Once this is complete CSD will be able to supply both companies with the financial documents they are requesting to start the process of evaluating CSD's loans.

Crescent Water usage reports come in every month. Annette is currently waiting for approval to share account information from Klamath Falls School District for Gilchrist School.

### **New Business**

The Supplemental Budget FY 2023-2024 was presented by Brenda, Office Manager. Brenda explained in detail the changes that were made. The main changes were in the operations of the sewer system and personnel. Brenda explained that the board cannot spend even \$1.00 outside the budget. Brenda explained that the board is liable for understanding and approval of the budget. Brenda stated that she is not the administrator, the board is. Scott DeCarlo made a motion to approve the Supplemental Budget FY2023-2024. Marvin Hicks 2<sup>nd</sup> the motion.

Brenda A., Office Manager gave each board member a copy of Brenda Bartlett, CPA, email dated Wednesday, May 8, 2024, regarding the use of debit cards and board members use of them, purchases and the GAAP rules. In this email Brenda Bartlett stated there are new requirements for CPA firm reporting to the Secretary of State. Brenda A. had each board member sign a copy of the email stating that they had been given the information, had an opportunity to ask questions and understand the information in the email.

Brenda A. stated to the board that it is imperative that they govern CSD within the guidelines they have been given by the State. Scott DeCarlo stated that because of CSD's circumstances it cannot happen. He asked what Brenda A. suggests and she stated that the board "dots every i and crosses every t possible", Brenda stated emergencies procedures are becoming board policies.

Brenda A. proposed that the board have work session meetings for timely upcoming review of rates and other business instead of using the board meetings, it makes the board meetings lengthy. In the work sessions board members will have more time to process and understand the information collected, giving them time to make important decisions.

The board discussed the best dates and times for a work session. The work session will be to review the rates on Monday May 13, 2024.

SDAO Risk Management, Kevin Jones and WHA Agent Steve Silva came by the office to visit and get to know the District board members and operation of the wastewater system.

Brenda requested from the Operators a budget for the next fiscal year for operations (not including payroll, this has already been calculated). The Operators are currently working on this.

Todd Gessler, who is running for Klamath County Commissioner and did the article on his blog about CSD, is asking for copies of financial documents for CSD's loans with OBDD and DEQ to see if he can find resources to help CSD. The board was in consensus to give him

these documents.

After CSD's meeting with DEQ and OBDD, it has resonated that CSD board members will need to a legal consultation on the engineering and construction design imparities for the wastewater system. CSD board members have found many electrical, pump and lift stations that have imparities that the engineering and construction companies are not taking accountability for. CSD would have to consult an outside wastewater management company that specializes in evaluating sewer systems. Then we could meet with the engineering and construction company and present the evaluation. If accountability is still not acquired, then CSD would need to consult with legal. These actions will be expensive and timely. Scott DeCarlo and the Operators are searching for a company that can do this type of evaluation and the project cost.

ExperTech is CSD's IT consultant. Jacob expressed that CSD's internet does not have enough bandwidth to support 4 computers and the daily downloads from NexBillPay. Brenda is looking into costs for upgrading our bandwidth and at other internet businesses other than the one CSD currently has, to resolve this issue.

Scott proposed that the Operators keep a daily job journal. He is concerned that work is not being completed in a timely manner. The Operators manage themselves and no one oversees their daily work and hours. At this time the board has "tabled" this idea, some board members had concerns about the time it would take for the Operators to keep a daily job journal. This idea will be visited at a later date.

The operations laptop computer is outdated, very slow and needs to be replaced. Michael Federic, Operator employee, has computer and IT experience, and the board has delegated the research of what computer would be best for operations to Michael. Michael will gather the information and go over it with Marvin Hicks and Scott, before purchasing the computer. DeCarlo made a motion to replace the computer up to \$1200.00 and to have Michael do the research. Marvin Hick 2<sup>nd</sup> the motion. The motion passed unanimously.

The uniform allowance includes 3 shirts, 3 long sleeve shirts, 3 hats, 2 sweatshirts for each employee annually, annually being their start date as an employee. Marvin Hicks made a motion to update CSD's uniform allowance. Scott DeCarlo 2<sup>nd</sup> the motion. The motion passed unanimously.

Debit card purchases made by Operator Brenton Whitney and Brenda Ashcraft are limited to \$500. Any purchases over \$500 need the approval from Marvin Hicks and board. This is a review of what was previously made a policy in 2021.

Scott DeCarlo made a motion to pay for wastewater certification and training to all operator employees part-time and full-time permanent. Marvin Hicks 2<sup>nd</sup> the motion. Motion passed unanimously.

Scott DeCarlo made a motion to change an employee's job description from Flex Hours Seasonal to part-time permanent. Marvin Hicks 2<sup>nd</sup> the motion. Motion passed

unanimously.

**Sewer Operator Updates:**

No report.

**Presidents Report:**

No report

**Public Questions and Comments:**

No Comments

**Adjournment:**

Scott DeCarlo made a motion to adjourn the meeting. Duffy Caldwell 2<sup>nd</sup> the motion.  
Motion passed unanimously. 6:30pm