

Resolution No. 09.12.2024

**CRESCENT SANITARY DISTRICT**

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF BOARD  
SECRETARY AND DELEGATION OF ADMINISTRATIVE DUTIES**

WHEREAS, ORS 450.065 provides that, at its first regular meeting each year, or as soon thereafter as practicable, a board shall appoint a secretary who shall perform all duties required by the board and those proscribed in ORS 450.005 to 450.245. These duties include, but are not limited to, preparing meeting agendas, preparing financial reports, and attending the regular and special meetings of the Crescent Sanitary District Board.

WHEREAS, the Crescent Sanitary District Board desires to appoint the office manager for the Crescent Sanitary District as board secretary.

WHEREAS, the Board desires to adopt a job description for the office manager and for it to include delegating certain administrative duties, which are more specifically set out in the position description: the hiring, firing and disciplining of any Crescent Sanitary District employee after consultation with the Crescent Sanitary District Board and legal counsel; enforcing and initiating Human Resource policies and procedures; supervising and providing technical assistance to district employees; and acting as the budget officer to prepare and present the annual budget and administer the approved budget.

**The Crescent Sanitary District Board resolves as follows:**

**Section 1.** The Crescent Sanitary District Board hereby appoints the Office Manager for Crescent Sanitary District, currently Brenda Ashcraft, to serve as board secretary.

**Section 2.** The Crescent Sanitary District Board hereby adopts the position description for the Office Manager attached hereto as Exhibit 1, including administrative duties.


**Section 3.** This Resolution shall take effect immediately after its passage and approval.

PASSED AND ADOPTED by the Crescent Sanitary District Board of Directors this 12th day of September, 2024.



Printed Name: James Simmons  
Chair, Crescent Sanitary District Board

ATTEST:



Title: Vice President