



# Crescent Sanitary District

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## Board Meeting Minutes September 12, 2024

### Board Members in Attendance

- Jim Simmons – President
- Tom Fuller - Vice President
- Ernie Morreira – Member at Large
- Brenda Ashcraft – Secretary
- Brenton Whitney – Operator
- Wendy Brown – Office Clerk

**Meeting Called to Order:** Meeting called to order by Jim Simmons at 2:02pm

### Board Sworn in and Positions Appointed

Rochelle Long, from the County Clerks office swears in each of the new board members.

Jim Simmons motioned for the following position appointments:

- President – Jim Simmons – Position 3
- Vice President – Tom Fuller – Position 2
- Secretary – Brenda Ashcraft
- Ernie Morreira – Member at Large – Position 4

**Note: Motion was missed, we will need to do this at the next board meeting.**

### Approval of Minutes

Jim Simmons made a motion to approve June 26, 2024, minutes.

Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

### New Business

Jim S. and Tom F. will be taking the SDAO training class on September 23, 2024, from 9:00am to 2:00pm.

The board has decided that the 2<sup>nd</sup> Thursday at 2:00pm will be the board meetings. The board meetings will be at the Forest Service Building at 136471 US-97, Crescent, OR 97733 and the meetings will be available on Zoom through CSD website at [Crescentsanitarydistrict.org](http://Crescentsanitarydistrict.org).

An updated job description for the position of Office Manager was presented. Board secretary duties were added, HR duties, and supervisory responsibilities were added to the job description, among other additions. The board delegated authority to this position. The job description and job responsibilities will take effect immediately. Jim S. made a motion to adopt the new job description for Brenda A., the current Office Manager. Ernie M. 2<sup>nd</sup> the motion. Motion passed unanimously.

A new job description for the position of General Manager was presented. The board reviewed and discussed the need for CSD to have a GM. CSD really needs to have a GM that has experience on the operational side of the sewer, among many other experiences. Currently CSD is not able to hire a GM due to funds, lack of benefits and its remote location. It was discussed that the Office Manager be appointed as "Acting GM" and what benefits and limitations the action would allow. Until the reasons for not being able to hire for this position at CSD, the benefits of appointing Brenda A. outweigh the limitations. Jim S. made a motion to approve the GM job description and to appoint Brenda A. as "Acting GM" and. Ernie M. 2<sup>nd</sup> the motion. Motion passed unanimously.

Operator, Brenton W. gave his report on operations. He is getting ready to do tasks to prepare for the winter months. GLS-3 is scheduled for repairs. TAG and Midstate will be out there October 7-8, and the shed will be delivered no later than October 4<sup>th</sup>.

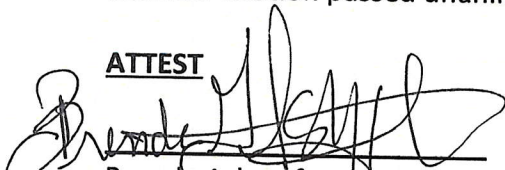
Office Clerk Wendy B. gave her report on billing and collections. Currently she is auditing customer accounts profiles and active/inactive accounts.

Office Manager, Brenda A. gave her report on the status of current Audit FY2024, Cost Analysis Report put together by CSD accountant, negotiations of current debt and CSD's standing with DEQ and OBDD. Brenda discussed the assessment that SSSD did on July 3<sup>rd</sup> and the status of their report. Currently SSSD is receiving reports from their department heads on their findings, once these are collected and reviewed, the information will be compiled into one report that will be submitted to CSD board members and Commissioner DeGroot.

At a meet and greet meeting with new board members (not sworn in), there were a group of questions asked. Brenda compiled the questions with answers received by Klamath County Clerks office and SDAO and presented this to the board, which they reviewed on their own.

**Adjournment: 3:04 pm** Jim Simmons made a motion to adjourn the meeting. Tom Fuller 2<sup>nd</sup> the motion. Motion passed unanimously.

**ATTEST**

  
Brenda Ashcraft - Secretary

  
Jim Simmons - President