



Crescent Sanitary District

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Board Meeting Minutes November 14, 2024

Board Members in Attendance

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

Visitors

- Michael Fredrick
- Bruce Hall
- Bob Hall

Meeting Called to Order: Meeting called to order by Jim Simmons at 2:00pm

Board Positions Appointed

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

Tom Fuller 2nd the motion. Motion passed unanimously.

Approval of Minutes

Jim Simmons made a motion to approve October 10, 2024, minutes.

Tom Fuller 2nd the motion. Motion passed unanimously

Jim made a motion to approve the agenda. Tom Fuller 2nd the motion. Motion passed unanimously.

Jim made a motion to accept the financial reports and expenses. Tom Fuller 2nd the motion. Motion passes unanimously.

Jim made a motion to change the signing of checks. Jim and Tom will be added as signers to the account. Tom 2nd the motion. Motion passed unanimously.

New Business

Brenda provided the salary ranges for job descriptions, Office Manager and General Manager. This information was put together by HR Answers using Districts similar to CSD. The job descriptions were adopted on September 12, 2024; however, the salaries were not presented at

that time. CSD is not able to budget the salary increase for these 2 positions at this time, the Office Manager will not receive a salary increase for Office Manager and Acting GM. The board will review the Office Manager's salary in 3 months, which will be in December. Jim made a motion to adopt the salary range but put a hold on any salary increases at this time. Tom 2nd the motion. Motion passed unanimously.

Brenda provided the demand letter from DOJ regarding default with DEQ & OBDD. CSD has until December 4, 2024, to respond.

Jim discussed the Zoom meeting on November 7th, 2024, with Representative Reschke. It was discussed that Reschke would help CSD find funding and guide us in the right direction for CSD needs.

Brenda provided the DRC contract with Clint Whitney at C&B Utility Management and discussed including directive for the annual work and prioritizing the list of items that need to be completed by the Operator. Will be postponing the review of the contract for next month.

Jim made a motion for a customer request for a medical hardship with no sewer charge for the next 6 months. Tom Fuller 2nd the motion. The motion passed unanimously.

Jim discussed reimbursement for a business that was working on a cabin that was unlivable for 4 months. Jim made a motion to put off the matter for 30 days. Tom 2nd the motion. Motion passed unanimously.

Jim discussed a business that will close for 6 months through winter who requested not to be billed while closed. Jim motioned to put off the matter till next month. Tom 2nd the motion. Motion passed unanimously.

Bruce Hall stated he is paying more than any business in Crescent/Gilchrist. He stated that his annual bill has gone up 86%. Mitigating occupancy will cause his bill to go up 105%. He stated other businesses have only gone up 5%. He provided a monthly and annual statement to the board showing his increase.

Jim Wilhelm introduced himself as a board member for Terrebonne Water. He stated that 5 years ago they had 1.1 million in debt. Their board had to work with the community and planned to eliminate the debt. He stated that he is there to help if anyone wants to reach out and to reach out to the surrounding communities for help.

Operator Report from Brenton:

- Lagoons and equipment are winterized
- Received 0 locates
- GLS #3 finished and running great
- 800ft of sewer mainline was cleaned on Manzanita
- Weekly check of manholes in Gilchrist to prevent SSO
- Winter preaintenance started this month
- TV footage for the month was 0ft
- Monthly DMR's were completed and turned in on time. Enough storage to hold all winter

- not chlorinating
- Vac truck repair and parts on order

Office Clerk Report from Wendy:

- Discussed customer information including breakdown of accounts
- 2nd round of customer applications sent out is complete and 3rd round will be done by certified mail to customers who have not responded to the first 2 requests.
- 11 inactive accounts that were researched and found to be using service and are now being charged monthly.
- Discussed collections and the loss that CSD is accruing monthly for the non-paying customer.
- Discussed customers who are giving ultimatums to CSD for them to start paying.
- Discussed looking for other resources to help collect on customers that we have no contact information for.

Adjournment: 3:31 pm Jim Simmons made a motion to adjourn the meeting. Tom Fuller 2nd the motion. Motion passed unanimously.

ATTEST



Tom Fuller-Vice President



Jim Simmons - President