



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES
Board Meeting – July 13th, 2023

Board Members

- | | |
|-------------------|--------------|
| 1) George Bean | Board Member |
| 2) Joann Baker | Secretary |
| 3) Jerry Berndt | Treasurer |
| 4) Ron Hemberry | Chairman |
| 5) Jerry Stanfill | Board Member |

Staff

- | |
|---------------------------------|
| Cory Perkins, Plant Operator |
| Jennifer McHugh, Office Manager |

MEETING CALLED TO ORDER 8:50 A.M

Roll Call by - Ron Hemberry; not at this meeting - Joe (off)

All else were present

MINUTES: Members read Minutes for **June 8th** meeting – Approve Minutes

Motion to approve Joann 2nd Jerry B motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **5097 - 5118**

Motion to approve Jerry B 2nd George B motion carried

Committee Reports:

Safety Comm. (Cory)-- *doing good* – After fire extinguishers are inspection and are all back in place.

OLD BUSINESS:

- **Election Results – Oath of offices** – George Bean is now elected to Position 1, Joanne Baker is re-elected to Position 2, and Jerry Berndt is re-elected to Position 3. **Motion to accept the election results – Jerry S and seconded by Jerry B and voted unanimously.** George, Joann, and Jerry B all recited the Oath of Office. The Certified Abstract of Election was signed by Jennifer and sent to the county on 6/13/23.
- **Voting for Director Positions** – Chairman – Ron Hemberry; Joann Baker – Secretary; Jerry Berndt – Vice Chairman; Jerry Stanfill – Treasurer. George Bean – Board Member
All Voted unanimously for these positions
Keys – Jerry S – Gate only; Ron – Gate & Admin Building; Joann - Gate & Admin Building; Jerry B - Gate & Admin Building; George Bean – newly added, Gate & Admin Building.
Also, discussed **banking** – need to add George Bean to Umpqua Bank for signing, LGIP, & SDAO. Take off Richard Seward from all banking, Valic signer, SDAO. Add Jerry Stanfill to Valic (retirement) as an additional signer if Jennifer is not available, since he is now the Treasurer.
- **LB-50 for the budget** – The LB-50 was submitted to the county 7/11 before the deadline of 7/17/23. We filed with 10 customers - \$5,956.94.

- **April invoicing and July invoicing** – End of the FY, 6/30/23. We have \$1,515 left to collect but we are at 100% collected for the end of the FY. **July Invoicing – we sent out 528 invoices** for a total of \$199K – July is our biggest quarter, then January. We are only 2 weeks into the quarter but have collected 38%. At the beginning of the quarter, we do more online payments. The big invoices this quarter are the Barview Jetty Camp for 60K and the Twin Rock Friends Camp for 36K – Friends camp has paid. A/R looks good so far. We will go over FY end Budget vs. Actuals in August.
- **Update Internet Project** - completion date is August 16th - I will keep you updated. Went over also while Joann is gone in the winter, she can call in with our new speaker phone or do Zoom with the meeting. With our new Opti-fiber internet this will be much easier. The board agreed with this solution.
- **SDIS Best Practices – Done** - Best Practices this year was all about Emergency Preparedness. Cory and I both took an online class and met together make sure we both none where we should both be in case of an emergency. Set a plan of action up and it is on the board in my office. Also in Best Practices was the Vector Solution Training Tool. I did do instructions (how-to) and they ready to hand out when I set up a class for the board to do. If anyone wants to expand your knowledge let me know and I will set up a class, then once you are in you can explore other classes.
Jerry B & Joann asked about a check list for things board members do and/or need to do. Can board members do a plant tour? Cory will do a tour anytime just let him know. Maybe before the next meeting.

NEW BUSINESS:

- **Employee Pay Raises** – Cola for 2023 is at 8.7% and for 2024 as of today is estimated at 3%. Budget do have in the budget to allow for up to an 8% increase. After some board discussion **Jerry B motioned for 8% increase – George seconded it – All Voted unanimously**
Retirement increase – The last increase we had for our 457b retirement was in 2012 for 10%. It went for \$241.50 to \$265.65 of a monthly company contribution. It is suggested that this be discussed every year. The Board agreed this should be discussed at budget time each year and is should also be increased along with the cost of leaving increasing.
Jerry B motioned to increase the 457b company retirement contribution 8% - George Seconded - All Voted unanimously
Jerry B motioned to discussed retirement adjustment every year and to be added to the annual resolution for wages – all agreed this should also be done at the same time every year but to add it to the budget discussion it didn't need to be voted on.
Joann asked when Joe will retire; Cory advised he may retire by the end of the year but he has not set an End Date yet.
- **Our Website** – We currently pay under \$500 annually for domain name, domain hosting, web site hosting. If we change to Streamline, which is a SDOA partner, it we go to \$1,500 annually and you would get so much more out of it – unlimited cloud storage for Board meeting minutes, resolution, and anything else that is for public. A huge plus. The Board did look at the

similar district Streamline websites Jennifer suggested and all agreed we should do this and it would fall under updating the office. We should go forward with the change of website.

- **SDAO Handout** – “What is a Special District”

Correspondence: email - SDAO Register now for the “Board of Directors Training”. Let me know if anyone wants to go. Jennifer will forward on the email to everyone, too. Accuity sent out an Audit Newsletter.

STAFF REPORT

Plant Manager – Cory – Zwald came and cleaned some of the system lines. We purchased a new mower and the old one will go to surplus it and then sell it. PUD energy audit will be logging data with meters, this will be a before and after with the new blower to see how the new blower will also save with energy cost and possible energy rebates. The cracked pipe was fixed by Advanced at 17500 Ocean. Going to a training in August that will be in Seaside.

Spoke with Joe about a retirement gift – he did just purchase a new boat. Maybe a gift card to Englund Marine. All agreed this would be a good choice. The amount was decided at the June meeting to spend \$700. Cory will get a gift card.

Cory asked if clothes are to be charged for a plant supplies expense – Yes, no boots, but clothes/uniforms. This also fall into protection against chemicals.

Office Manager – Jennifer – If all the board members could let me know when you started as a director. I need to take of Monday 7/24 as a vacation day. The Auditors will be here 8/9 before the next meeting. Dena and I are meeting on 7/26 for year end and audit prep. I will have the Paid Leave Oregon Policy for you soon.

Board Concerns – Jerry B advised us that a customer had passed away.

**Motion to adjourn Jerry S, seconded by Jerry B, the meeting adjourned at 10:30 am
Next meeting: August 10th, 2023, Thursday**

Ron Hemberry
Board Chairman

Date