



**Twin Rocks Sanitary District**  
**PO BOX 69**  
**Rockaway, OR 97136**

**MINUTES**

Board Meeting February 16, 2023

Board Members		Staff
1) Richard Seward	V/C	Joe Nemeyer, Plant Operator
2) Joann Baker	Secretary	Cory Perkins, Plant Operator
3) Jerry Berndt	Treasurer	Jennifer McHugh, Office Manager
4) Ron Hemberry	Chairman / Budget Officer	
5) Jerry Stanfill	Board Member	

**MEETING CALLED TO ORDER** 8:55 A.M

**Roll Call by - Ron Hemberry; not at this meeting were Richard Seward, Joann Baker, and Joe (off)**  
**All else were present**

**MINUTES:** Members read Minutes for **January 12<sup>th</sup>** meeting – Approve Minutes

Motion to approve Jerry B 2<sup>nd</sup> Jerry S, motion carried

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **5016-5033**

Motion to approve Jerry B 2<sup>nd</sup> Jerry S, motion carried

**Committee Reports:**

Safety Comm. (Cory)-- *all is good*

**Old Business:**

- **Electronic Billing** – Since our last board meeting, we have collected an additional \$96,763.57 – which puts us at 94% collected to date today. February 2021 at the 2/9 meeting we were also at 94%. I sent out 105 statements for past due accounts from the 564 invoices that were sent out in January this week. 9 were annuals that are late. On annuals at this time, the middle of the quarter I take off the discount which needs to be paid within 30days to receive and resend out the invoices. I do still have one outstanding SDC invoice – for the Duplex. Everyone else has paid them, Doing good for Receivable.
- **Paid Leave OR** - a couple of things I learned about this on the class I took at the conference - your paid leave can start on day one of a new job – going forward; so, after Sept 2023. If you start a new job after you have already been contributing to the new tax; you can apply for Paid Leave OR and be able to take leave as you start a new job. And if applicable – an employee or employer for the employee, can then apply for STD, LTD, OFLA, FMLA, and have these leaves follow consecutively after. When the sample policy comes out from SDAO, we really need to look into it and see what we want and don't want for our district and our employees in everyone's best interest.
- **Handout for Tillamook County Election Info** – March 16 is the last day to file candidate forms.

## New Business:

- **SDAO Conference Info** – Jennifer got some ideas on internet solutions for us talking other SDAO members. We need to make sure with any new internet that we are secure with cybersecurity. Jerry B also went – SDOA means – a Public Nonprofit Organization to help all small special districts. They have so much access to lots of different things and this lets everyone in turn have access to information too. Next year's conference will be in Seaside. Lots of legislation to watch for that is coming up. In insurance on what SDAO is doing for us, Jennifer has really stepped up in making sure we have everything we need and is asking the right questions with Hudson.
- **Rockaway Chamber of Commerce** – we receive an invoice from the Chamber of Commerce. We were only a member in 2014, 2015 and 2016. Do we want to be a part of this. Ron advised there was too much of a mess with the city, the County, and Merchants. So, we do not want to be a part of it and there is nothing beneficial for us. **All agreed NOT to be a member again.**
- **Expense Report packet** – Our employee handbook is very generic and even past ones were too. In Jennifer's research before attending the SDOA conference she added and rework this section of the Employee Handbook and made an expense report for employees or board members going to a training or conference. She went over everything that was changed and there was some discussion. **All agreed the changes were good and approved the current expense reports for Jerry Berndt and Jennifer McHugh for the SDAO Conference 2/9 – 2/11 2023.**
- **Starting the Budget** – Budget draft is not ready yet, but handed out the final budget from last year, Budget Calendar, the publications for the paper are ready, list of total EDU's with expected revenue. Today we are missing 2 board members, March we will have at least one more board member in attendance so we will go over budget number at the March meeting. Jerry Berndt advised us he may not be at the April meeting.  
**Projects** – keep in mind we will have at least 2 projects this next year to budget for; the Blower Project and a new internet provider project. There was some discussion on the projects. Jennifer asked about new office furniture; Ron advised it is replacement and we have money in the budget for that – **Jerry B moved; Jerry S seconded to research to get actual pricing on the office furniture needed to help the work flow easier.**  
**Costs** – Board members should start thinking about increasing the sewer service fee this year as all our expenses are increasing. The last time the fee changed was in 2009 when we had a decrease.  
**Committee Budget Member** – We will need 5 committee members for the April 13<sup>th</sup> meeting. We went over the names we have currently.

## Correspondence: none

## STAFF REPORT

**Plant Manager** – Cory – I & I was submitted for the year. Both the new samplers are installed, EC will come in and put in a plug for one. Blower Project; our engineers we work with are willing to manage the project for us as long as we purchase the blower. Availability of the Blower will project whether it will be in this year's budget or next. We can sole source the blower, where they will not be able to, so

we will purchase it. We will need to do a sole source resolution. We do have funding to purchase the blower this year. The longer we wait the more the engineering and pricing will change. There was discussion on buying this year or next. **Jerry B motioned, Jerry S seconded – to purchase in this year’s budget. Voted unanimously.**

**Office Manager – Jennifer** – I have 3 resolutions that need to be signed today 2022/2023-7 is for adopting a cell phone reimbursement policy, 22/23-6 is for the Christmas Bonuses, I am late have that one signed. 22/23-8 moving some budget money for this year from now that I have better numbers for a Conference.

I am taking a Webinar on budgets from last year’s Conference now – almost done with it, 3 hrs. and I signed up for another one that is split up between 3 days in March.

February 20<sup>th</sup> – Monday is a holiday and the office we be closed for Presidents Day

**Board Concerns** – Jerry B was concerned that Jennifer may need more hours to complete the work needed of her. She explained she stays late occasionally, but it is mostly as an as needed basis. **All agreed that is fine with extra time here and there as Jennifer has explanations on her time card** for the part time position and 2 board members sign her time card. Jerry wanted to make sure that it is discussed openly.

**Positions up for re-election 2023**

Position 1 – Richard Seward, serves as Vice Chairman

Position 2 – Joann Baker, serves as Secretary

Position 3 – Jerry Berndt, serves as Treasurer

**Motion to adjourn Jerry S, seconded by Ron the meeting adjourned at 11am  
Next meeting: March 9<sup>th</sup>, 2022, Thursday**

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Ron Hemberry  
Board Chairman

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Date