



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

**MINUTES**

Board Meeting January 13, 2022

**Board Members**

- |                   |                                   |
|-------------------|-----------------------------------|
| 1) Richard Seward | V/C                               |
| 2) Joann Baker    | Secretary                         |
| 3) Jerry Berndt   | Board Member                      |
| 4) Ron Hemberry   | Treasurer/Budget Officer/Chairman |
| 5) Jerry Stanfill | Board Member                      |

**Staff**

- |                                 |
|---------------------------------|
| Joe Nemeyer, Plant Mgr.         |
| Cory Perkins, Plant Operator    |
| Jennifer McHugh, Office Manager |

**MEETING CALLED TO ORDER** \_\_\_9:00\_\_\_A.M

**Roll Call by - Ron Hemberry – All Present**

**MINUTES:** Members read Minutes for December 9th meeting – Approve Minutes

Motion to approve Jerry Stanfill 2<sup>nd</sup> Joann, motion carried

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **4788 -4804**

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

**Committee Reports:**

Safety Comm. (Richard)-- *No incidents to report All is good.*

**Old Business:**

- **Electronic Billing** – January invoicing went well.

We sent out 570 invoices, 165 paper, 405 were emailed

Total of \$170,784.60

For January deposits we have brought in \$72,779.60

Shorewood and Camp Magruder have already paid - \$27K and \$26K

The handout I gave you today shows the last 6 months of deposits and invoicing, I think this is more actual look at the fiscal year of money coming in vs. invoicing

It is hard to give you a percentage of amount collected per quarter, because I am receiving past due money as well as current money and thought this is a better representation. We start our Fiscal Year at Zero

From July 1 to the end of December we have invoiced out

307,286.71 and collected 299,354.32

So that is **97% of amount invoice and collected** for the last 2 quarters and also received the money from the county that was liened for last FY.

**Last month** Joann asked about **reports and making our budget** – And I did get with Joe last week so he could see how much money he still had in the budget and what he has spent.

- **Audit from August 26<sup>th</sup> for the FY ending 6/30/21** - I have the final hard copy Audit Book for you here to present. Let me know if you have any questions.

**Holiday – Juneteenth** – There was a vote from last month’s discussion. **Jerry B motioned to approve Juneteenth into the holiday schedule, Joann seconded it. Voted unanimously - approved**

#### **New Business:**

- **SDAO Annual Conference** – the pre-conference is **2/10 the day of our next board meeting**. I scheduled a virtual class from 8a-12p on Budget and Finance 101. And the Conference is now all virtual. Jerry Stanfill is registered. I would like to attend the class as it is happening in case, I have questions and they can be answered.

**\*\*Change next board meeting date to Wednesday, Feb 9<sup>th</sup>. Board all agreed to change the date of the next meeting.**

Also, Joann will be out of town from January 23<sup>rd</sup> to possibly February 14<sup>th</sup>

- **Budget Dates** – handed out last year’s date, who needs to be on the committee? Jerry S was not a board member last year, but was an appointee for the committee. This year he will be on the Budget committee. Dena (our cpa) will replace Teri as a budget developer to help Jennifer.

**Will need to find a** couple of other people to replace appointees that have left the area. There was some discussion and the board members will find and ask people. Joann will contact someone from Shorewood, Ron will contact TW Friends camp. Jerry B will contact Gary & Carla Albright.

**2% increase in rate** – there was discussion. **Richard motioned to Disregard the increase, Jerry S seconded it, All Voted unanimously – Approved for no increase for the rates.**

**Joe has some things to add** to the budget for this next year that will be added to the budget for next year with changes to DEQ and equipment.

- **Director Terms** for February – Everyone is set until 2023 (2023 - Richard, Joann, and Jerry Berndt) No new terms for this year. 3 next year.

**Correspondence:** Email from Tillamook County – Surveyor’s Office (upcoming County Multi-Jurisdictional Hazard Mitigation Plan. Jennifer to ask who was previously on list.

Letter from Municipal Debt Advisory Commission-Salem, State Treasures’ office – send this to Dena and ask her what to do.

#### **STAFF REPORT**

**Plant Manager** – *Joe* – \*Annual Generator service has been done this last month. Several need work and new batteries. They also advised us the main generator building here we should insulate it to keep down on the corrosion, we are looking into the cost of that. \*Annual I&I, Bio Solids reports were turned into DEQ. \*We survived the power outages this month and I have an annual report for Flow and Rain Fall to present, we have had more rain this year that last year.

**Office Manager** – *Jennifer* – Monday, January 17<sup>th</sup> is Martin Luther King, Jr Day so the office will be closed that day.

**Board Concerns – None**

**Motion to adjourn the meeting at 9:50am**

**Next meeting: February 9, 2022, Wednesday. Instead of Thursday.**

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Ron Hemberry  
Board Chairman

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Date