



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

**MINUTES**

Board Meeting June 9, 2022

Board Members		Staff
1) Richard Seward	V/C	Joe Nemeyer, Plant Mgr.
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 – not here	Board Member	

**MEETING CALLED TO ORDER** 9:00 A.M

**Roll Call by - Ron Hemberry – All but Jerry Stanfill was present**

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

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

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **4878 - 4899**

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

**Committee Reports:**

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

**Old Business:**

- **Budget - LB-50** We have until 7/15 to send this to the County with the other reports they require. The LB-50 is Lien info. On the customers we are adding to the list this year – I send out Lien letters to 21 customers on 4/20, since then we had 4 customers pay. Sent out Lien letters to the 17 remaining customers on 5/24 and had 1 more pay. Today we have a total of 16 customers on the list at a total of \$9,230.00. I will send letters out again. Reminding everyone the last 2 years have been Covid years.
- **Late Fees and Other Fees** - It has been discussed that the county will only take our liens if they are only sewer service fees. I have been doing some research the past couple of months on this and I have a hand out for you today, Resolution 14/15-6 from May 14, 2015 and an updated Rate Schedule from this Resolution. This was the last time any Fees were adjusted including the sewer fee from \$54 a month to \$49, which is our quarterly \$147.00. There are also fee for Plan Review and Inspection Fee, Photocopying, Research Time, NSF bank fees, Construction Manual, Lien Filing Fee, and Certified Mail fee. **There has never been a Late Fee on the Books.** But there is this **Lien Filing Fee**, I think this was mainly used because you were having the liens processed through the attorney before you started sending them to the county. I could invoice this to the

people we have on our Lien list this year. There was some discussion on this most thought this was a good idea. **Jerry B moved for the Vote, Joann seconded – the vote was - Ron, Jerry B, and Joann votes yes – Richard Voted no with a 3 – 1 to approve and use the Lien Filling Fee of \$50 to invoice each customer we will Lien this year.**

- **Electronic Billing** – April Quarter - We collected almost \$12,000 in June. Total Collected for year to date \$567,082.49 and invoiced customers a total of \$579,257.23. That is a total of 98% collected. At the end of the January Quarter at the March meeting we were at 97%, we are doing good. The remaining 3% is about \$17K left to collect and \$9K of that is to be Liened. At the July meeting I will give you a year-end total collected with the new year and new quarter numbers just starting.  
We did collect 1 SDC money at the end of May and I am expected 2 more in the next couple of months.
- **SDIS Best Practices Program** – Boardroom Dancing class – this class can be watched at your home or here. Jennifer will forward everyone with an email the link for the video to watch.

#### New Business:

- **Audit August 17/18<sup>th</sup>** - I have sent Accuity preliminary reports as they requested at the end of April. We received our first invoice from them as they are starting with this year's audit. As a reminder - We are contracted with Accuity for FYs ending 2021, 2022, and 2023 for \$9,000 total each year. I have a meeting set up with Dena for July 20<sup>th</sup> to make sure all the end of year reports are complete and ready for Accuity.
- **Customer Issue** – Had a customer call me last week that was not in your accounts system. He bought him home in January 2021, called us in February when he got his Rockaway Beach water bill and noticed it didn't have sewer on it and called them. They did tell him to call us, which he did. Whoever he talked to at that point said they would call him back. Well, he called me this last week. He wasn't in our system and neither was the property with a previous owner. I found his property on an inactive account for Mr. Vo. His billing was stopped in September 2019 when his house was demo'ed. I don't know when the account was made inactive. And it Does NOT look like Mr. Vo told us he added a modular home to the property either because it was there least a year before he sold it to the new owners. But Joe said he remembered inspected the sewer connection for the new modular home.  
I set him up with an account and invoiced him for the last 2 quarters (January and April) and he has paid them. It was our mistake. There was some discussion on how many quarters the new customer should pay and why do you keep finding these issues. **Jerry B moved that we should just go forward now with the 2 quarters he has paid. Joann seconded. Voted unanimous**

#### **Correspondence:**

**SDAO – Statewide SDC Study focus Group** Registration for 6/13/22 from 10a-1130a Zoom  
**SDAO – Database Update;** will add Cory

**LIGP – interest rate** is up from .75% to .90%

**Bill Brown** – asking for an approval for a rate increase of \$15 more dollars a month making his service \$75 a month

**Post Box is up** from 150 last year to 160 this year

**Oregon One Call** – Proposed increase for Oregon 811 Service Tariff Rates

**Also, for increases – the Headlight Herald** – last year for the same Budget Meeting Notice it was between a \$130-\$140 for a two day/week print. This year it is \$220-\$230 for the same meeting notice. I did increase this some in the next budget, but this was a big jump we were not expecting.

### **STAFF REPORT**

**Plant Manager – Joe and Cory** – Got the insulation for the generator building and that should be done soon. Wiring is done, but the lights are not up yet for the shop lights changing over to LEDs that will be motion sensitive and energy saving. We should have some real light in there now. Pine Beach where we cleared the trees – we have talked to the neighbors over there – we are going to put in privacy fencing around it; that way we will not have anyone parking in the area. The neighbors are happy with it, so far. Being's that it is June we have been updating some equipment – we purchased a new laptop for the lab office (it was quite a few years old and out of memory).

**Office Manager – Jennifer** - Monday June 20<sup>th</sup> is a Holiday for Juneteenth – the office will be closed May need to take July 18<sup>th</sup> off. I am going to a Wedding in Las Vegas that weekend. But will let you know for sure.

**Board Concerns – Jerry B** – When Sheila was killed out front Louie had asking if we could put a sign out front for her and we could not do that. But it was also suggested at the time to maybe dedicate the conference room in her name. She does have a nice memorial now at the railroad crossing now. I feel we don't need to do anything else now about it. I wanted to have it said so it doesn't come back up again to close the issue. Everyone agreed.

**Motion to adjourn the meeting at 9:47am**

**Next meeting: July 14, 2022, Thursday**

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Ron Hemberry  
Board Chairman

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Date