



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

**MINUTES
Board Meeting – August 10th, 2023**

Board Members		Staff
1) George Bean	Board Member	Cory Perkins, Plant Operator
2) Joann Baker	Secretary	Jennifer McHugh, Office Manager
3) Jerry Berndt	Treasurer	
4) Ron Hemberry	Chairman	
5) Jerry Stanfill	Board Member	

MEETING CALLED TO ORDER 9:02 A.M

Roll Call by - Ron Hemberry; not at this meeting - Joe (off) and Jerry B.
All else were present

MINUTES: Members read Minutes for July 13th meeting – Approve Minutes

Motion to approve Jerry S 2nd George motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # 5119 - 5129

Motion to approve Joann 2nd Jerry S motion carried

Committee Reports:

Safety Comm. (Cory)-- *doing good*

OLD BUSINESS:

- **Electronic Billing – July Quarter** – Signed Resolutions 23/24-1, 23/24-2. Also signed letter for bank to add George and take off Richard.
We sent out 6 invoices from the last meeting and collected 100K. We did collect 60K for Barview Jetty campground. We are at 88% for the Quarter so far. We have 28K left for July to collect and 1K from April still. We have 10 annuals not paid yet. At this point we are looking good for AR. We had 6 property sales in this last month.
- **Budget vs Actuals for the need of FY 22/23** – Payroll ended at 86.3%, Cory’s Plant Report ended at 40.9%, and Office ended at 95.8%. Overall, the year ended well.
- **Audit** – We did have 5 errors that Glen talked to me about. 3 were on big purchases, 1 error in entering the budget for the loan payment, and lastly, we need to make sure the board is signing and verifying the bank statements and reconciliations. I will let you know when we receive the preliminary reports.
- **Update Internet Project** - The construction company that will do the bore came out last week to survey where the line is going. Everything looks to be on schedule.

- **When a Board Member is absent** – Jennifer asked SDAO about this from the July board meeting for when Joann is absent while wintering out of state. *“A Your principal act also guides attendance requirements for boards somewhat; ORS 450.055(3) states that a board seat will be considered vacant if the board member fails to attend 3 consecutive regular board meetings. As to whether those meetings are attended in person or virtually, it doesn’t matter. At least according to public meeting laws, there is no discernment made between virtual or in-person attendance. If your board has a preference about this, you could adopt a policy by a majority board vote, but I would suggest that leaving it open to attend either way offers the most flexibility and opportunity for good attendance at every board meeting.”* With Joann calling in or doing zoom everyone agrees this would be good for our board going forward. If there are any issues we can discuss at a later time.

NEW BUSINESS:

- **Update Financial Management Policy & Resolution** – Handed out original policy and revised policy. Went over what wording was changed and revised. All agreed the changes were good and needed. Jerry S motioned and Joann Seconded. All voted unanimous for Revised Financial Management Policy 23/24-1 Policy and Resolution 23/24-3 and both were signed.
- **SDAO Classes** – George is registered for Board Member Duties, Liabilities and Responsibilities on August 23rd in Salem, and George, Jerry S, and Ron are registered for Board Member Relations, Expectations and Ethics on September 26th Astoria.
- **New and Existing Board Member Packets** – Handout included a letter from OR Audits Division, a statement on TRSD history, TRSD Board Member Duties, SDAO Handbook on Board Member Responsibilities, SDAO Board Orientation Checklist, SDAO Characteristics of an Effective Board Member. We went over highlights of each.

Correspondence: none

STAFF REPORT

Plant Manager – Cory – Did a couple of inspections on new builds. PUD picked up the data loggers which gave them 4-6 weeks of how we currently use power then when the new blower is installed, we will be able to see if we are saving energy with it and if we will have any PUD rebates. Friends Camp asked and sent us feasibility study on building staff housing behind us here, in the past we have told them no. But felt like I should at the least have out engineer look at what they are proposing. He felt “it looked pretty adequate and would be unfair of us to just say no”. It is not a sure thing at this point. They will need to pay for everything to be put in, then the lines on our property we would maintain. This is all very preliminary, after they do more studies, this may all change. There was some discussion on construction and SDC fees.

Office Manager – Jennifer – I am taking some time off – I will be gone this weekend, but should be back before Monday – my father is ill. We are also going on a vacation August 24th – the 29th Thursday – Tuesday be back to work on Wednesday the 30th. Then the Labor Day weekend, office will be closed on Sept 4th. I may take a day extra during the holiday weekend, too. I will keep you updated. Working on Paid Leave OR Policy and the Website change.

Board Concerns – Jerry S was concerned if anyone had heard anything about Richard Seward. No one has heard from him in a while. Jerry will stop by his house and let Jennifer know to update everyone.

**Motion to adjourn Jerry S, seconded by Joann, the meeting adjourned at 10:45 am
Next meeting: September 14th, 2023, Thursday**

Ron Hemberry
Board Chairman

Date