



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

MINUTES

Board Meeting – November 9th, 2023

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

MEETING CALLED TO ORDER 9:05 A.M

Roll Call by - Ron Hemberry

MINUTES: Members read Minutes for **October 12th** meeting – Approve Minutes

Motion to approve Jerry S 2nd Joann motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **5156-5169, EFT, and ACH payments**

Motion to approve Jerry B 2nd Jerry S motion carried

Committee Reports:

Safety Comm. (Cory)-- *doing good*. On 10/19, during the tsunami drill for Rockaway Beach, Jennifer and I discussed our route and plan of action.

OLD BUSINESS:

- **Electronic Billing – October Quarter** - We liened 10 customer for the 22/23 FY for a total of 5,956.94. We should receive the check from the county this next week. At our last meeting we were at 82% collected from invoices and today we are at 91% collected. Last year Nov we were at 89%. Our A/R today show 14 Oct annuals not paid and a total of 22K for Oct invoices left and 10K for July left to collect. We did have 6 property sales this last month too that is where the 6 new invoices for Nov. We are doing good so far this year.
- **Update on the Internet Project** – The internet part is done, but we have conferencing set up, Cory and I did some practicing with the new online conferencing. We discussed how conferencing is done. We are having an issue with the recording when someone calls in and enters their meeting ID #, it should be fixed soon. Someone can call in once invited or video in. Or if it is only Joann calling in, she can also call in on the conference rm phone #. We do still need to order a monitor that has a camera and mic for the conference table. Also, our phones are Wi-Fi and each phone # has an app, if you need to call Cory you can call the Lab phone # and no matter where he is he will be able to answer his desk phone.

Next – the Website – Our new Streamline website has launched. If you go to our website twinrocks.us, same website address, you can see how different but the same it looks. There is more info, but not too much. It is easy to use. Take a look and let me know what you think.

- **Update from Cory on the SCADA System** – Last month we discussed putting it out to bid or sole sourcing this project. The Engineer firm that currently oversees our SCADA System has advised us to “sole source” this project, but it is up to the board. To put it out to bid our Engineers would need to do a “scope of work” for us, then we would have the correct info on what the project entails for a bid. The scope of work would start at \$5,000; but then they would not be able to bid on the project. They have given us an outline for a sole source resolution so we have all the correct info to produce a resolution. There was discussion on how we would do a bid or sole source. A sole source with the Engineer we already use we will know their quote is what we will be paying, with bidding we would not know how many add-ons a different provider would need in addition to the bid they are putting out. The SCADA System does operate with our new Blower. Cory also added the next step to upgrade on the new Blower is to add an additional feature which is a DO Meter to control the blower automatically and we will discuss more at the next meeting. The new Blower and SCADA System will all help with the TPUD rebate to save us money. The added DO Meter will also help with the TPUD rebate and all these new systems will be saving us energy too. We will discuss the resolution and vote on it at the next meeting.

NEW BUSINESS:

- **Updating our Alarm System** - The system for IconiPro (for our alarm system) went out through the phone lines. With our new phones and internet, we do not have phone lines anymore. IconiPro came out on Monday and updated our system for WIFI. We updated our call list – In Case of Emergency List – at this meeting too. Our bill will go up slightly from \$91.95 quarterly to \$114.00. I did move \$50 in the budget from Plant Supplies to Security Alarms Monitoring to reflect this increase and confirmed that with Cory.
- **Final Audit** – Board of Directors copy and Annual Financial Report were presented at this meeting. Accuity has sent this to the state and I have already paid our State filing fee. I need to do a Plan of Action this year and send it to the state. This is new from the state this year to send this in a Plan of Action on what we were dinged for to show we are correcting things. We discussed the Action Plans and it was signed to send in. Plan of Action had Segregation of Duties, District Lacks Personnel, and District did not have proper documentation for Bank Statements. We did show a loss this year and we will talk about sewer fees when we start the budget this next year.

Correspondence: Received the invoices for the USDA & IFA loans for Dec. Received the prelim for the SDIS Liability Ins.

STAFF REPORTS

Plant Manager – Cory – We did lose Ethernet Switches with the Plant to the Lift Stations – 3 new ones have been ordered, \$2,675. Generators are all fueled up. If anyone has any other questions on the Blower Project let me know.

Office Manager – Jennifer – Reminder of holidays coming up. There is a New Oregon Government Sample Employee Handbook out. I have it downloaded and will start to go over it and update ours. Next meeting is December 14th - We will have on the agenda Ordinances and how they affect us.

Board Concerns – We learned the Richard Seward had passed away. We also learned that Gary Albright had passed away.

**Motion to adjourn Ron, seconded by Joann, the meeting adjourned at 10:40 am
Next meeting: December 14th, 2023, Thursday**

Ron Hemberry, Board Chairman

Date