



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

**MINUTES**

**Board Meeting – June 13<sup>th</sup>, 2024**

**Board Members**

- |                   |                       |
|-------------------|-----------------------|
| 1) George Bean    | Board Member at Large |
| 2) Joann Baker    | Secretary             |
| 3) Jerry Berndt   | Vice-Chair            |
| 4) Ron Hemberry   | Chairman              |
| 5) Jerry Stanfill | Treasurer             |

**Staff**

- |                                 |
|---------------------------------|
| Cory Perkins, Plant Operator    |
| Jennifer McHugh, Office Manager |

**MEETING CALLED TO ORDER** 9:02 A.M

Roll Call by - Ron Hemberry All present

**MINUTES:** Members read Minutes for **May 9<sup>th</sup>** meeting – Approve Minutes

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

*Note – it was discussed going forward the draft monthly minutes will be emailed to all Board Members at least 2 days before the next Board Meeting for review.*

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **5262 - 5281, EFT, and ACH payments**

**Motion to approve Jerry B 2<sup>nd</sup> George B motion carried**

**Committee Reports:**

Safety Comm. (Cory)— working on clearing clutter hazards from the shop, took scrap metal for recycling, checked all fire extinguishers, they are due next month to be checked.

**OLD BUSINESS:**

- **Electronic Billing – April Quarter** – today collections are at 99% of everything invoiced for this FY. This is the same as this time last year. AR is looking good with a total to collect of \$11K and of that \$5K is from the April Quarter. All April Annuals have been paid. Customer liens – last year we started with 16, by the June meeting we had 15 and ended with 10 customers sent in to the county. This year we started with 16 customers in April now we are at 13. At the end of May I send out 13 lien letters certified mail this year to see how that would work with collections. I am meeting with Dena next week for year-end reports. Our **Audit this year** is scheduled for August 13<sup>th</sup>.
- **Update on the Plant - SCADA System, DO Probe, Blower Project, and Lift Stations – Cory** – DO Probe is all tied-in now. Blower Project is almost done, waiting on a computer card. SCADA System is done.
- **Security of the Plant – Jennifer and Cory** – As we discussed last month - the game camera Cory suggested to use to see cars coming in and out of the gate has a cellular service plan with it to store and see the photos on Cory’s phone or computer would good start for plant security and

a good option for us along with added signage. There was discussion on where to install it. Jennifer did check with another sewer service and what they do for security. All agreed we should do something for added security. **Jerry Stanfill motioned the cellular game camera for the coming and goings of the gate would be a good start for us and motioned to accept this plan. George Bean seconded. All voted unanimously.** Cory will purchase the camera.

**Added to security of the plant** - Jennifer took 3 classes from Umpqua on **cybersecurity** threats and gave a handout of the recaps from the webinar that Umpqua sent out after each class. This is very informative reading material for the board and what the risks are out there for our banking. The biggest take away I got that they mentioned in all 3 classes is to stop writing checks, try to pay vendors with a bank-to-bank method. Discussion on having larger invoices approved first before a check is written and then pay them online if possible. Jennifer will check our Financial Policy to see where it can be improved it with this new information and check with vendors to see if they will offer more bank-to-bank payments.

- **On-line class for the Board for Best Practices** - emailed SDAO and they do not have a set date yet on when this class will be online to be able to complete our Best Practices, but should be ready in a few weeks. So, we will keep watching for it.

Handout from the “EthicsMatters Newsletter”. An excerpt from House Bill 2805 that is requiring Board members to take a class on Public Meetings Law at least once in every term. We are under the threshold for the state requirements, but SDAO has it on Best Practices. They may be trying to get their class certified with the State before they will offer it to everyone.

#### **NEW BUSINESS:**

- **Employee Handbook** – Jennifer took an HR class on June 4<sup>th</sup> put on by SDAO and HR Answers. Included in this was a section on the Employee Handbook. The new sample for the OR Government Employee Handbook was sent out in October, now there is a new one that was sent out in June. HR Answers has offered to review your updated handbook for you before it is presented to your board to help you have a better handbook with updated sections. The way I have been updating a “section at a time” is a good way to keep up with the updates, but the entire book should be reviewed every couple of years. I did find out that Policies are the more detailed part of the handbook and the handbook should refer to policies for more detailed explanations. There are more policies we need to work on that we just don’t have to help us be more successful with have a better employee understanding on procedures. The Board Member Handbook from SDAO was handed out at a previous board meeting, should also be something tailored to TRSD, too. Jennifer will be working on both.
- **Employee Health Insurance** – Corey from Hudson came out and met with us. Handout on what Health Insurance looks like for the coming year. Went over what we currently have and how it is increasing along with other health insurance companies. **All agreed to keep our current health and dental employee insurances.**

#### **Correspondence:**

Email from Umpqua – Business Online Banking has been renamed to Commercial Online Banking

Email from Tillamook County on for a town hall type meeting with Commissioner Doug Olson about issues, concerns and problems facing our water and sewer districts. The first town hall meeting was May 7<sup>th</sup>, and now they are having a 2<sup>nd</sup> follow up Meeting on June 27<sup>th</sup>. If anyone is interested Jennifer will forward the email with the link and information. Cory did add that in this follow up they will be talking more about an IGA for the County which will be very interesting for us.

### **STAFF REPORTS**

**Plant Manager – Cory** – all the generators have been serviced and the transfer switch we talked about last month we are having it rebuilt now, but we now found out they had issues with this switch in 2020 and it is now under warranty. They are sending us a new one. We will keep the rebuilt one as a spare. All our Back Flow devises have all been tested and passed. The man-door at the side of the shop has been re-enforce for security purposed .

Joe will be retired at the end of this month and I encourage everyone to stop by and say good-bye.

**Office Manager – Jennifer** – I am working on the Employee Handbook. Policies I am working on include: cyber policy, PCI policy, file retention, along with that on how information requests are handled. As I am updating the employee handbook if I find any other policies that should be in place I will let you know. I am also setting up a Board Members Handbook along with this.

Next week I am taking Monday the 17<sup>th</sup> off, vacation day. We are closed on Wednesday for Juneteenth and I will be off the 27<sup>th</sup> for a vacation day, also. On next month’s agenda will include Salary and retirement increases for the new year.

**Board Concerns** – Joann asked about retention policy. Jennifer advised that OR does have rules for this and as soon as she has an easier to read policy set up, we will be good to go.

**Motion to adjourn Jerry S, seconded by Joann B, the meeting adjourned at 10:08am**

**Next meeting: July 11, 2024, Thursday**

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Ron Hemberry, Board Chairman

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Date