

Minutes of Twin Rocks Sanitary District

Board Meeting – October 10, 2024

Board Members

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| 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

- 1) Cory Perkins, Plant Operator
- 2) Jennifer McHugh, Office Manager

Meeting Called to Order at 9:03 a.m.

Roll Call by - Ron Hemberry, Joann Baker – Conferencing in.

MINUTES: Members read Minutes for September 12th meeting – Minutes Approval.

Motion to approve Jerry B 2nd Jerry S motion carried.

Minutes were emailed to all Board Members 2 days before the Board Meeting for review and copy printed for the meeting.

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # 5316-5330, EFT, and ACH payments

Motion to approve Jerry B. 2nd George B motion carried.

Committee Reports:

Safety Comm. (Cory)— Storm season is approving so everyone be prepared.

Old Business:

- **Electronic Billing** – October Quarter – Sept 30, end of the July Quarter we still had \$12k to collect. We sent out the October Quarter invoices on 10/1/2024 for a total of 525 invoices for \$105,906. Of those we mailed out 150 and emailed out 375. We are at 80% collected for the FY today – last year at this time we were at 82% collected. We now have 77 accounts set up on an autopayment. We did add one construction property to invoicing this month in Pine Beach.
- **Customer question and EDU Adjustment** – You have our current break down of accounts for EDUs in a handout. Our question today is in our rate schedule and ordinance on “shops with a bath” is not defined. I was told in the beginning that a shop w/full bath separate from the dwelling was considered 1 EDU. In our Ordinance we only list in section 5, when a customer is adding to a single-family dwelling and making it a multi-family dwelling. There really isn’t anything about adding an accessory building. We need this spelled out more in our Ordinance, our rules of operation, with an amendment to the Ordinance that we updated last year. We have a customer that is questioning this. He built a shop with a bath this last year and even though this was explained to him that he would charge a second EDU (doubling his sewer) he was ready to proceed and understood our rules on this. But every quarter he has questioned it. So, I did research.
 - In our accounts we only have 4 accounts that are 2 EDUs for this situation (a house with a separate shop that has a bath). I also researched Nehalem & Netarts – when adding a shop with a bath they consider it the same as a Motel Room w/o a kitchen (.5 EDU)
 - Question today is – should a shop with a bath stay at 1 EDU or change to .5 or .75 EDU and should a shop with a half bath (no shower/tub) be less?

There was lots of discussion on this including; if the sewer fee was less to add a bath to a shop (separate accessory building) customers may be more likely to tell us because it is not doubling their sewer fee. Sewer usage with water usage was also discussed.

Motion – Add to the our Ordinance #2023/2024-1 with an Amendment and a Resolution: going forward for any new shop/accessory buildings with a bathroom and the 4 accounts we currently have with said shop with a bathroom will be as this: An Accessory Building/Shop with a Full Bath would now be at .75 EDU; An Accessory Building/Shop with a half Bath (toilet & sink only) would now be at .5 EDU; An ADU (a full bath with a kitchen whether in a separate building or in an accessory building) would make a single-family dwelling a multi-family property and will be 1 EDU added to the current property EDUs: George B made the motion and Jerry S Seconded. Voting – 4 yes, 1 abstain. Motion passes.

- The second thing on EDUs we need to discuss is for Food Carts. Last year, 22/23, we added a rate for Food Carts with food prep only as .25 EDU and a Cart with food prep and a fryer as .4 EDU. Cory and I have discussed this because of the new Food Cart go in and with my research we think this should be:

Cart – Prep and Fryer 1.5 (same as in a Restaurant)

Cart – Prep w/o Fryer 1 (same as in a Deli)

Research:

Nehalem and Netarts don't have Food Carts listed, but they do have Restaurants

Restaurants 2 EDUs same in both Nehalem and Netarts

Restaurant/with bar or tavern 3 EDUs in Nehalem and Netarts has this as 4 EDUs

Deli 1 EDU Both Nehalem and Netarts

Business that has a Deli extra - the Deli would add ½ EDU to whatever the business has currently

After soon discussion, Jerry B motioned a Cart with Food Prep and a Fryer should be 1 EDU and a Cart with Food Prep only as .5 EDU; Jerry S seconded. Voting: All voted unanimously.

If the property has a restroom that would be at a Public Restroom rate that we currently have - .25 EDU per toilet, urinal, sink (fixture).

We then went over the different types of accounts we currently have and how many of each, such as, Small Commercial, Camps, Motels, Parks & RV Parks, Multi-Family/Duplexes, and Single-Family Residents with a total of 746 accounts and 990.65 EDUs.

- **Budget vs. Actual** - Dena and I have not done the adjustments from the Audit yet, so this may change slightly. We are right on schedule with everything currently after the first quarter of the fiscal year.
- **Audit** – no hand out today. When we have the Final, we will have a handout then. We do have the Draft in, but Dena has not looked at it yet. I have gone over it myself and the highlights are: Our “Change in Net Position” is still a negative number. But, better than last year. Last year we had 5 issues to relay to the State, this year we only have 2 and they are our usual segregation of duties issue. Our audit was good with our financial reporting. He did also list in here that we do have inadequate sewer rates and we do need to increase them. We do not have as much money in the bank as we used to, just looking at when I started in 2021 to today there is significant change in fund balances with upgrades and just general plant maintenance. When we start the Budget process this year, we will discuss this further.
- **SDAO Class for Board Members for Best Practices** - Everyone took the class; we will now save 10% on our liability insurance.

New Business:

- **HR – Employee Handbook & Policies Updated** – As I am going through and updating the Handbook I am adding and updating policies and adding the policy numbers where they need to be in the handbook. I have completed through the introduction, our history, and employment policies. I have updated our Harassment policy from 2017 to a “Workplace Discrimination, Harassment, and Unprofessionalism Policy 2024/2025-1 with a Complaint Form”. There was some discussion on the revised policy and complaint form. Everyone agreed the update was needed and Ron signed the updated policy. As

Jennifer is going through the Handbook when other policies come up, we will go over them in our board meetings. When the Handbook is completed, she will email it out for everyone to review.

- **News and Risk Management Review** – The PDF of the Fall Edition was emailed out to everyone. The biggest highlight is the conference dates are out and the location is different this year. It will be at the Riverhouse on the Deschutes in Bend. If you want to go let Jennifer know as soon as possible so rooms can be reserved.

Correspondence: received - Our PO Box has gone up this year; 2022 - \$160, 2023 - \$178, 2024 - \$198.00. SDAO now has a new program for background checks and BIO-MED Testing (drug test).

Oregon just announced they have their Public Meetings Law class set up. This is the class you would be required to take if our expenses were over a million, ours are not. This is the state required class for board members and public officials – this class does cost and it is a 2.5hr class at specific locations.

Staff Reports:

Plant Manager – Cory – The Blower Project is now complete, we started data logging on 10/2/2024 with TPUD. This will tell us how much energy we are saving for a rebate from the power company. Painted the gable ends of the Admin Building. A new gate on the south side for the Lewis and Clark trails was installed as it was in bad repair, is not a locked gate. A new Efficient pump was ordered on 9/19/24 with a 4–6-week lead time. The old one was not salvageable. The motor did burn up, but we were able to save parts from it that we can use as needed. The DEQ inspection went well. We did have one mishap with the tests he needed due to a miscommunication. A corrective action form was filled out on making sure that the sample containers are all sanitized before use. Cory is also setting up a QA manual, this will also give him more of a check off list and order of things as he does them. Other than that, he was happy with our plant and plant operations.

Office Manager – Jennifer – I took an Umpqua class on Hackers Don't Discriminate – very informative.

Board Concerns – Ron asked about lead pipes in our systems. Cory answered – no, we are mostly concrete and AC. Most lead pipes were not used as much in the west than in the east coast.

Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 10:35 am

Next meeting: November 14, 2024, Thursday @ 9am

Ron Hemberry , Board Chairman

Date