



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

**MINUTES**

**Board Meeting – October 12<sup>th</sup>, 2023**

Board Members		Staff
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** 9:00 A.M

Roll Call by - Ron Hemberry Jerry B and Jerry S were not at this meeting

**MINUTES:** Members read Minutes for **September 21<sup>th</sup>** meeting – Approve Minutes

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

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **5145 - 5155**

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

**Committee Reports:**

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

**OLD BUSINESS:**

- **Electronic Billing – July Quarter – October Quarter** - For Invoicing per quarter - July is the largest money at \$195K. This quarter has Tillamook County Park, Barview in it that as an annual (60K). For Money – July, January, October, then April. January usually has more invoices @ 558 it has the most annuals by count – January, July, October, then April.  
This quarter, October, we sent out 526 invoices for a total of \$102,858.74. So far, for collections for this FY totals we are at 82% collected. For A/R left to collect for over 90days we have 11k and for October quarter only we have 52k left. The Tillamook Lien money will be coming in soon, usually in November.  
**Quarterly Budget vs. Actuals Q1** – Went over the Plant, Office, and Payroll sections. Then we also went over the entire Budget vs. Actuals Report and anything that stood out for the board. There was some discussion about the report, everything looks good today. These reports and any other reports can be viewed and inspected by the board at any time from the office.
- **Update on the Internet Project** – The install was on Thursday 9/28. We now have wonderful internet. Barb too. I am planning on buying a monitor for the boardroom computer with a conference room camera, then we can conference call “webinar” right from the computer from the new internet/phone system. We do have the boardroom phone and we can just do phone

only too. All the voicemails now show up as a voice message or transcript on my email. I can listen to voicemails now when I look at email from anywhere now. Cory has an app on his phone now. This will let him receive call from his desk phone on his cell phone no matter where he is.

I have started the process for our new and updated **website with Streamline**. That should be completed in the next few weeks.

- **SDAO Classes** - Ron and Jerry S, and George attended a class in Astoria – Board Member Relations, Expectations, and Ethics **Sept 26<sup>th</sup> 9a-2p** George and Ron gave their reports. They are glad to know that SDAO is there to call at anytime to answer questions. They learned a lot about ethics and how the State of OR is enforcing all the rules of ethics more so now. We did discuss how we are emailing all the board members in one email now differently so when someone “replies all” only Jennifer can see the response not everyone. One thing that came up at the class was that some districts pay their board members. **The consensus of the Board Members at this meeting after some discussion - all agreed the board members for our District do not need to be paid.**
- **Update from Cory on the SCADA System** – Cory checked with his engineering resource as the question proposed at the last meeting was whether we bid or sole source the new/updated SCADA System. Their advice was this is something we need to sole source and they will also help us with the sole source resolution since they developed our system in the beginning. Otherwise, we may get outfits that bid very low and get stuff that doesn’t work for us the way we need it to work. We will discuss in more detail next month.

**NEW BUSINESS: no new business**

**Correspondence: none**

**STAFF REPORT**

**Plant Manager – Cory** – Blower is here and the engineer firm is bidding out the project for installation. The compressor vessel inspection was done by an SDAO partner. This inspection is required by the state. Advanced Excavation was here to bid on installing the new pump - \$4,800. Cory’s DEQ license renewal has been submitted.

**Office Manager – Jennifer** – I attended 2 webinars this month – 1 on Cyber Security Grants and 1 on HR Retention. I need to research for a policy for our retention of files. Our Final Audit in ready and we will go over that at the November meeting. With the internet update our Fire Alarm Security System will need to be updated since that was connected to a phone line that we do not have anymore; it is all on the internet. Tillamook County will be doing a Drill for Tsunami Alarm on 10/16 @ 10:19am.

**Board Concerns** – None

**Motion to adjourn Ron, seconded by Joann, the meeting adjourned at 10:00 am**

**Next meeting: November 9<sup>th</sup>, 2023, Thursday**

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Ron Hemberry, Board Chairman

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Date