



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

**MINUTES**

Board Meeting September 8<sup>th</sup>, 2022

<u>Board Members</u>		<u>Staff</u>
1) Richard Seward	V/C	Joe Nemeyer, Plant Mgr.
2) Joann Baker	Secretary	Cory Perkins, Plant Operator
3) Jerry Berndt	Treasurer	Jennifer McHugh, Office Manager
4) Ron Hemberry	Chairman / Budget Officer	
5) Jerry Stanfill	Board Member	

**MEETING CALLED TO ORDER** 8:58 A.M

**Roll Call by - Ron Hemberry; All present**

**MINUTES:** Members read Minutes for **August 11<sup>th</sup>** meeting – Approve Minutes

Motion to approve Jerry B 2<sup>nd</sup> Joann, motion carried

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **4944 - 4954**

Motion to approve Jerry S 2<sup>nd</sup> Richard, motion carried

**Committee Reports:**

Safety Comm. (Richard)-- *all is good*

**Old Business:**

- **Electronic Billing – July Quarter** – Doing well – from the last board meeting we have collected \$13,420.00. Which puts us as 97% collected for this FY so far. We have about \$15k left to collect for the July quarter in our customer AR aging report.
- **Customer Issues – Mr. Hubbard and the easement issue.** Both Ron and Mr. Hubbard have signed/notarized our License agreement for Easement. Only need to file it with the county and we will be done.
- **Audit** – the Auditors were here on 8/18. Everything went well. They did also mail a letter to us that you have in your packet that explains any risk the board has in the audit procedures. This is for you to keep and read. There is only a copy in the board member packets. And the drafts are ready. I have 3 letters for Ron to sign and send back then we will receive the Final. Dena had some questions on their forms so we will go over them in detail after she talks to Glen. Some Board discussion on how the Audit works and how it is filed. We will discuss some Budget items like retirement and new large expenditures in the next Budget course for 2023-2024.

## **New Business:**

- **SDIS Resolution to vote on** - Call to Action – Legislative Advocacy Resolution. This Resolution will give our district Board Chair and a designated person the ability to take a legislative position on certain topics recommended by SDAO without full Board Approval. Such as the COVID relief money which Special Districts didn't receive any. Even though we did not need it ourselves other special districts may have As special districts we were not noticed and did not receive any money (SDAO) because we didn't have a loud enough voice. This resolution you are voting on is for the Chairman and/or designated person to watch for legislation and adopt a position on it in a timely, quicker manner. There was some Board discussion. SDAO emails each board member and the office about legislation coming every month. Jennifer suggested everyone read the email from SDAO and the new resolution and everything that is suggested to do before we vote on it. All agreed to vote on next month.
- **SDC – update from Focus Group – Jennifer attended in July;** they send out an update on the feed-back that they received from everyone that attended. I have a print out of it, but wasn't sure if it should really go with your packets. So let me know if you want to read it. I can print you out a copy or email it to you. We did go over the questions from the focus group and the questions Jennifer had in the July meeting. Emailed this update report to Board members after the meeting.
- **USDA Rural Development** – I had a phone interview with Jennifer from USDA on 8/18 that went well. The big take away I got was we are now required to send out a form to all our customers so we know what our customer demographics are. So, I will add that to the list of things I need to keep track of and let you know how that goes when I receive more information from her on that in her report. There was discussion why we need to do this; mostly for our own protection. There was also an on-site inspection on 8/25. She took a few pictures to check off for ADA compliance and visited the pump stations and the plant with Joe and Cory. I did find out that this inspection and compliance review we did with her is done every 6 yrs and a Security Inspection is done every 3 years. I have just done both, so we will have 3 years to the next Security Inspection. And annually we send in our budget and other forms to them for the loan compliance.

## **Correspondence: none**

## **STAFF REPORT**

**Plant Manager – Joe and Cory** – on our DEQ permit, they are working on it at DEQ and someone is going to come down at the end of the month or early September to meet with us.

Joe did buy we a small boat to be able to do the sludge survey with at a garage sale last month. The last time we did one of these surveys was when the plant was built. When the engineers were here this last month, they thought we should be good for another 30 years before we would need to dredge the ponds. We will do the sludge test before she comes out.

We do screen the pond and that goes to the landfill, the actual sludge at the bottom has never been removed.

**Office Manager – Jennifer** – Next invoicing will go out on 10/3 for the October quarter. I am also researching internets services still and started researching Starlink.

Joann questioned on the plant computer that need to be updated. Last month's we discussed it would be about \$14k to replace it. This will also need to be added into next year's budget, the 14K is for the computer, licenses and programs needed to run the plant.

**Board Concerns** – Joann questioned Joe on if we/him have decided about paying him out his unpaid vacation that we owe him still. He is working on using it up and is waiting on Cory at Hudson on his insurance for Medicare to switch over from MODA. When he has more info and has made more decisions, he will let us know.

**Motion to adjourn Jerry S, seconded Richard the meeting adjourned at 9:45am  
Next meeting: October 13<sup>th</sup>, 2022, Thursday**

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Ron Hemberry  
Board Chairman

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Date