



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

**MINUTES**

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

**Board Members**

- |                   |                           |
|-------------------|---------------------------|
| 1) Richard Seward | V/C                       |
| 2) Joann Baker    | Secretary                 |
| 3) Jerry Berndt   | Treasurer                 |
| 4) Ron Hemberry   | Chairman / Budget Officer |
| 5) Jerry Stanfill | Board Member              |

**Staff**

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

**MEETING CALLED TO ORDER** 9:01 A.M

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

**MINUTES:** Members read Minutes for **November 10<sup>th</sup>** meeting – Approve Minutes

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

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **4994 - 5001**

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

**Committee Reports:**

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

**Old Business:**

- **Electronic Billing –October Quarter** - We added 2 more invoices for this quarter – total invoices sent out to date this FY = 1083 invoices = \$325K. So far for the fiscal year we have collected – 1044 checks and credit card = 305K - We are at 94% collected. We received in the Lien money on 11/14 from the county – that is in this money collected now too.  
A/R looks good – Oct invoices not collected yet last month it was at 21K, this month we are at 12K= that is 5 annuals and 63 quarterly invoices – resent the 5 annuals this week with the discounts added back in (not paying within 30 days) it is past 60 days now.  
We sent out 2 SDC last month – one on Harbor View has paid, the one on Washington has not yet  
This month we sent out 1 SDC Pine Beach – waiting on that one.  
Next month in January, I will let you know how we did from July 1 – Dec 30 = ½ year mark – Dec 2021 we were at 97%. We look good today in collections so far. All 3 loan payments have been paid.
- **Christmas Bonas Time** – We have \$5,000 Budget this year and last year. Last year it was approved that we split the Bonus evenly, suggested by Joe. Today it was approved as the same. Split evenly between the 3 employees.  
**Richard – motioned to split 3 ways; Jerry B seconded – all voted unanimously. Motion passed.**

- **Paid Leave OR** - I took a 2-hour class on 11/15 – We will need a to set up a policy for this - but SDAO will not have any sample policies until March. OR still has rules and addendums they need to the law before January. This policy will also, need to be added to the Employee Handbook for leave of absent. The **amount an employee** would receive from Paid Leave OR is on a sliding scale. It is suggested the employee can use vacation and sick time to subsidize the Paid Leave OR funds when they are taking a leave and this is not to exceed their normal income. Say the Leave covers 60% of their pay, they can make up the other 40% with vacation or sick time. This needs to be added to our policy if we all agree. I did **print out an Employers Guidebook** if anyone would like to see it or have a copy of it. The next class Jennifer is taking on this will be in February at the Conference. It is just still in the process stage with so many questions from everyone still.

### New Business:

- **SDAO Legislation** – There is a class on the Legislative Program in Salem on January 13<sup>th</sup>. We also received a **NSDC – SDAO Special Alert email**. These are what they look like when SDAO would like us to take action. This one is on National Defense Authorization Act that would require a standardized federal reporting requirement. This has to do with if a district issues bonds and how it will need to be reported. SDAO wanted us to send letters to our Senators that we oppose this because of the costs associated with the reporting of it. This is the first one we have received so I want you to watch for these and be aware of them and read them and bring any questions to the board meetings.
- **Leases – We currently lease to Watseco-Barview Water** office space, file drawers, and use of the boardroom for meetings at \$1,200 annually. **And to TRWD** for files drawer and the use of the boardroom for meetings - \$72 a year. The last lease we have for both of them was signed in July of 2014. They were both a 3 year lease - leases were for FY years 14/15, 15/16, and 16/17. Ending in June of 2017. There is a hold over clause so the previous lease this still in effect. I have drawn up a new 3-year lease for both and have given everyone a copy to read. They are both basically the same as the last lease except for dates and such have been changed. Since they have both paid in July for this FY 22/23, these will start in the next FY for July 2023 – June of 2026. 3 FYs. There was discussion on the leases and if any changes need to be made to them. **Jerry B – Motioned to renew the leases based on the prior guidelines – Jerry S seconded; all voted unanimously** – Ron and Joanne signed them. I will give Watseco theirs to sign at their next meeting and to the TRWD chairman, Scott Mahnke to sign and return.

### Correspondence: none

### STAFF REPORT

**Plant Manager – Joe and Cory** – Permit ended it's public comment on Dec 1, our permit expires at the end of January. We are waiting for the final permit. When we receive the final permit, we will know if we need to buy the new sampler tests that are 10k apiece.

We do have someone to put up in the fence in Pine Beach; just waiting on scheduling now. It came in under 5K.

And remember to call the county if the water gets high on the road at the beaver damn property now that it was been raining and it is winter.

Twin Rocks Sanitary District is a Drug Free Work Place and an Equal Opportunity Employer and Provider. Discrimination is prohibited by federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington DC, 20250

Everything is now switched over from Joe's name to Cory's name. We also need to think about how to subsidize Cory's cell phone so he can use his personal phone for work. As of January, Joe will start reducing his hours greatly and use up more of his vacation time, but he will still be full time and received accumulate additional vacation hours monthly until the end of this FY.

Blower project – we have discussed with our engineer; we have a couple of options now from about 40 – 60K and we may be able to use reimbursable SDC fund money, Jennifer will check on how our fund account is set up.

**Office Manager – Jennifer** – I am signed up for the conference in February and I emailed out the registration to everyone if you want me to set up anyone from the board or to do it yourself. Jerry B is now signed up too.

Holiday's coming up – **Christmas the office will be closed on 12/26, Monday and 1/2, Monday for the New Year's Holiday.**

I need to take a couple of **days off in January; Monday the 9<sup>th</sup> – Wednesday the 11<sup>th</sup>** my daughter is flying in. I may come on the Friday before, on 1/6 because invoices are going out on 1/3 – Tuesday, after the holiday and it is a short week anyway. Just to make sure I am caught up and may come in on Wednesday for a couple of hours to have everything ready for the Board meeting on 1/12, the next day. If that works for everyone, it will work for me. All agreed that was fine.

February meeting, we will start the draft budget.

**Board Concerns – Jerry B** asked about when Joe leaves us completely do we have someone in mind to bring in part-time? Joe and Cory, both think it will not be that hard to find a new part-time employee.

#### **Positions up for re-election 2023**

Position 1 – Richard Seward and serves as Vice Chairman

Position 2 – Joann Baker and serves as Secretary

Position 3 – Jerry Berndt and serves as Treasurer

**Motion to adjourn Jerry S, seconded Richard the meeting adjourned at 10am  
Next meeting: January 12<sup>th</sup>, 2022, Thursday**

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Ron Hemberry  
Board Chairman

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Date