



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

**MINUTES**

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

**Board Members**

- |                   |              |
|-------------------|--------------|
| 1) George Bean    | Board Member |
| 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** 9:05 A.M

Roll Call by - Ron Hemberry Joann Baker attended virtual

**MINUTES:** Members read Minutes for **February 8<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 # **5211 - 5230, EFT, and ACH payments**

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

**Committee Reports:**

Safety Comm. (Cory)— Since Martin has just started Cory went over all our safety & evacuation procedures with him.

**OLD BUSINESS:**

- **Electronic Billing – January Quarter** – We mailed out 122 past due statements on 2/22. Which had 3 January annuals, 1 Oct annual, 71 Quarterly’s not paid. Out of the 71 quarterlies there were 16 that are under one quarter (partial payment left), 18 with 2 or more quarters not paid. Today A/R has a total of \$16,745 outstanding; \$10K is from January invoicing. We are at 98% collected FY to date. Last year at this time we were at 97%. We added 3 construction properties as completed homes this month to start in April quarter – added was the Washington Duplex, 17480 Ocean Blvd – Kolin, 17360 Pine Beach Way – Butcher. We now have 65 customers signed up for recurring payments.

**Update with our Financial Policy** – After the SDAO Conference there were classes that were taken on finance by board members and they brought back questions on our finance policy. We did update our Financial Policy at the August 2023 meeting. Highlights of our policy include - The Treasurer and one other board member go over our all Bank Statements and reconciliations when completed, 2 board members are reviewing and signing every check. The check register from the last meeting date to this meeting date is reviewed at every board meeting by all the directors as the third review of all money coming in and going out of the company. We do have a few Auto-Pays of ACH and EFT payments, which include – ACH payments (3) Aflac and Moda Health. Payroll and taxes, and our yearly loan payments; EFT

payments (6) TPUD, Copier, accountant, delivered water, Retirement, and the credit card payment. All other vendors are paid in check form that 2 directors are reviewing before the money goes out. This month there were 20 checks reviewed and signed. Currently our Financial Policy as reviewed is being followed. We are Audited every year and that audit is sent to the State as well. There was some discussion on when and how we lien customers, which we will go over in more detail in the next couple of months.

- **Update on the SCADA System - Cory** – Install was started on February 27<sup>th</sup> and they are still working to complete the install. Our old unit is still operational and will be used as a back-up if needed going forward.
- **DO Probe – Cory** – We have all the pieces and we are installing that ourselves. We did run into a problem with the conduit we were intending to use for the wire going out to the aeration basin. The conduit that goes under the concrete was broken and we are installing a new conduit. We are doing that ourselves too. This should be completed soon.
- **Blower Project Update** – The contractors have started and are on site today, we are still waiting for a couple of electrical parts. The two blower we still use are in operation and will not be taken out. We did remove the original blower from the plant that has not been operational for at least the last 10 years.

#### **NEW BUSINESS:**

- **24/25 FY Budget** – Appoint Budget Officer, Appoint Budget Committee, General Fund, 1<sup>st</sup> Reading of Rate Resolution – **Appointing the Budget Office as Ron was moved by Jerry B and seconded by George B. All voted unanimously. Appoint the Budget Committee** (public 3-year term). Last year's committee members were Carla Albright (term expires 2024), Troy Taylor (term expires 2024), George Baker (term expires 2024), and Mike Kingsbury (term expires 2025). Jennifer has checked with George and Troy, they agreed to be here. Jerry B will check with Carla and Ron will check with Mike. The meeting will be April 11<sup>th</sup>. We still need one more committee member. George Bean will check with his wife Kathy. Our regular board meeting will follow the budget committee meeting on that day.  
**General Fund** is the only fund left to go over. The LB-1 is balanced this year. We went over the General Fund's current FY budget and new FY budget with what our projected spending for this year should be. There was some discussion on spending, new SDC fees and Sewer Fees. Questions were answers by Jennifer and Cory for the boards concerns.  
**1<sup>st</sup> Reading of Resolution 2023/2024-9, Adopting Sewer Rate** – This new resolution has a 2% increase. We went over what that increase will look like for our revenue next year. This included a report on how many accounts we currently have, how many EDUs we currently have, and what our invoicing looks like for our current FY. There was discussion on the 2% increase needing to be raised in the future as we are currently playing catch up for not having an increase for so long as the cost index and inflation have been going up. **Jerry B motioned to accept the 2% rate increase resolution, Jerry S seconded, all voted unanimously.** The second reading will be at the next meeting in April and it will be signed.
- **Best Practices** - Completing the Best Practices every year for SDIS helps with discounts on our Liability Ins. This year (2024) we saved \$2,326 by completing our Best Practices last year. We went over each of the 5 sections, we will receive 2% on each section. We have already completed 4 sections. The last section consists of a class in Vector for all the board members to

take. Jennifer will send that out we she has the class assigned to everyone in Vector's online training.

- **SDAO Conference Update** Jerry S, Ron, George – George highlighted a class he took on AI, how it is being used and is affecting businesses today. Jerry S highlighted a security class he took. He felt we needed a camera of some kind at the gate if someone comes in that should not be here, signage at the gate that has “No Cash on Site”. He also felt Cory and Jennifer, working alone, should check in every few hours with each other. There was discussion on security and what kind of security we needed. Jennifer and Cory will bring pricing with some different options back to a future meeting. These security options should include our office lease (Watseco-Barview Water) personnel safety also. All 3 board members went to the sewer/waste water caucus, they all thought it was very informative. Networking with all the different members was very important benefit of the conference too.

**Correspondence:** SDAO Membership Dues Estimate – will be lower than expected. We also went over a couple of the SDAO “Call to Action” from this last month.

### **STAFF REPORTS**

**Plant Manager – Cory** – The generator transfer switch at the plant has died. This controls the switch for the general to turn on when the power has gone out. Pacific Power is quoting us on a new switch, this is an emergency type of purchase to be estimated at \$5,000. All agreed this would be an emergency type of purchase.

Update on the North Lift Station pump that went out in January, we replaced it with the spare pump we had purchase for such an emergency, the old pump was send out to see if it could be repaired. Cost to repair it will be \$7,885, when we purchased the spare pump last year it was \$8,346. All discussed and decided to it would be better to purchase a new spare one again instead of repairing it. We are now waiting on a current price to buy a new spare pump for the North Jetty Station. The purchase of the spare pumps for the lift stations has worked out great, otherwise the North Jetty pump would have been an emergency situation to purchase a new one with an 8–10-week lead time. We do have a quote for a spare pump for the South Lift Station we had intended to purchase this year of \$8,012. We had been trying to buy one or two spare pumps a year. **George B motioned to purchase the South Station spare pump, Jerry S seconded, all voted unanimously.** Cory will have an updated quote for the North Jetty Station at the next meeting.

Cory did bring up a new pond treatment of a bacteria supplement. He gave us some information and will look further into it to give us more info later. We do need to see what the environmental issue is for this new treatment too. He will also try to check what others are doing.

**Office Manager – Jennifer** – we will go over the Budget vs. Actuals for the 3<sup>rd</sup> quarter in May. I took a Streamline class yesterday on websites best practices and at the end of the month I am taking a cybersecurity class.

**Board Concerns** – Jerry B asked how new internet/phone system has been working. Jennifer informed all we had not had any issues with the new internet or the phone system so far.

**Motion to adjourn Jerry S, seconded by George, the meeting adjourned at 11:30 am**  
**Next meeting: April 11<sup>th</sup>, 2024, Thursday**

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Ron Hemberry, Board Chairman

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Date