



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

MINUTES

Board Meeting January 12, 2023

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 9:05 A.M

Roll Call by - Ron Hemberry; not at this meeting were Richard Seward, Joann Baker, and Joe (off)
All else were present

MINUTES: Members read Minutes for **December 8th** meeting – Approve Minutes

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

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **5001 - 5015**

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

Committee Reports:

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

Old Business:

- **Electronic Billing** –For the End of December at our 6 months mark we have collected 97% money of what was invoiced - same as last year. From the Dec meeting to the end of the year for our 6-month mark, we collected another \$8,400 for our 97%.
January Quarter - We sent out 79 Annuals and 485 Quarterly invoices for January for a total of \$170,872. For the January Quarter invoices from 1/1 – today we have collected from 202 invoices- \$65,688, which is at 76% for the FY total. Collections are looking good so far this year.
I went through our accounts that were Vacant or Water Off. Researched on the county website, with Cory & Joe, and with RB water and Watseco.
2 – customers that had split their properties and built a second home and they did not tell us that they did this. One of these paid with no questions the other did not want to pay the second SDC fee. After Board discussion, Mr. Dixon would need to pay the second SDC fee and I will let him know we will work with him as far as payment goes.
2 – properties that RB water has as ON. One was turned on this summer and was only on because of the dry summer to water the plants, Cory will check on if the property has a RV cleanout or a sealed sewer line. The other was turned on in 2017. A Family property passed down to the son. He didn't realize the sewer was separate and agreed to pay all of 2022, \$588, starting fresh for 2023.
Gained 3 new accounts with this search.

- **Quarterly for Budget vs. Actuals – see reports** - Joe and Cory's report looks great they are at 17% for the first 2 quarter.
Office reports – cleaning is a little high, Bill increased his bill this year I didn't account for. Other than that Office is good; there was some discussion with next years budget. On the Payroll report – We need to move the succession budget money to admin and plant as they are both high. Cory suggested that Joe is now the back-up operator and we have a budget for that, but Joe is still considered full time until the end of the FY. When he is considered as a part time employee, yes, he will be in the Back-up position. But we do have that money there to if we need it. Did a resolution to move money in the budget. 22/23-5.
- **Paid Leave OR** - Received a letter in a SDAO email from Oregon Dept of Rev. to help guide us. Oregon leave will be post-tax and will show on W-2.

New Business:

- **Notification of increase bills** – Oregon Association of Water Utilities – sent out a letter of increase going up about \$20 for member dues this year.
Our Liability Insurance with SDAO is increasing about 12% this year. Best Practices saved us \$1549 this year
- **Handout for out 2023 Holiday List**
- **Blower Project – Cory** – this project is for a new blower that will help the blower process during the summer. We have talked to our engineers on what would be our best options. We have 2 blowers currently, most of the time only one is in use, except in the summer. The 2 blowers we have are not set up to run at the same time, so when they are running, they are fighting each other. (the blowers give the bugs air for the treatment) If we lose a blower in the summer one will not be able to keep up.
- **The Engineer provided us with 2 options** - Option one (\$68,250) on the list will not work for us, it will have added construction cost for us. Option 2 (\$49,750) – will work better for us. This blower will be in addition to what we already have. This new blower will run in the summer as it will be more effective and efficient than the other 2 that we have. It would do the job of what the 2 blowers we have do. Currently if we lose a blower in the summer, we could maintain with one, but it would not be ideal. This new blow would give us improved capacity and efficiency, with a step forward to a more automated system.
Jerry B – When should be do this? Cory – not that we need to do this now, if you need to discuss it more we can. *How long would this take to do? Even if we said yes today, with availability of product I don't know if we would get this project done in this FY. We could also use SDC funds to pay for this.
Jerry B made a motion to start the process to move forward – Jerry S, seconded – voted unanimously
Cory will get more cost info and time info going forward.

Correspondence: Handout for the Tillamook County Election with time lines for elections are coming up.

STAFF REPORT

Plant Manager – Cory – during the outage we probably burned about 220gals of diesel. Joe is now working part-time on Sunday, Monday, and Wednesday only and the rest of his time will be using up vacation hours. North Coast Lawn will be in Pine Beach Loop next week to install the fence there. We did order and received the new samplers (10K each) that we are now required to do with our new permit that is now finalized. We were the first plant ever to receive our permit on time, ever.

Office Manager – Jennifer – Jerry B and I are both going to the Conference in February and the date conflicts with our next board meeting, February 9th. **All agreed to move the meeting to the following week, Thursday, February 16.** Jerry S will make sure Richard knows the board meeting date moved and will check up on him. ***Also, we were going to vote at this meeting on letting Cory use his personal cell phone as his company phone** and what the amount is we would let him expense each month. There was some discussion on the amount to allow him to expense. **Jerry S – motioned for \$76, Jerry B said to round up to \$80 – All agreed to \$80 – Jerry B seconded. All voted unanimous**

*Jennifer will get with Joe about when his cell phone will be ending. * Later Joe said he is basically full time through June, so he will keep the company phone until then.*

February meeting, we will start the draft budget.

Board Concerns – Jerry B How did we do during the power outage? Cory – We did ok, went through a lot of diesel fuel, Joe and I traded off on watching over things, pumps were good, we lost internet was the biggest thing.

Positions up for re-election 2023

Position 1 – Richard Seward, serves as Vice Chairman

Position 2 – Joann Baker, serves as Secretary

Position 3 – Jerry Berndt, serves as Treasurer

**Motion to adjourn Jerry S, seconded by Ron the meeting adjourned at 10:45am
Next meeting: February 16th, 2022, Thursday**

Ron Hemberry
Board Chairman

Date