



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

MINUTES

Board Meeting August 11th, 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 Mgr.
Cory Perkins, Plant Operator
Jennifer McHugh, Office Manager

MEETING CALLED TO ORDER 9:00 A.M

Roll Call by - Ron Hemberry; All present

MINUTES: Members read Minutes for **July 14th** meeting – Approve Minutes

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

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4913 - 4943**

Motion to approve Richard 2nd Jerry S, motion carried

Committee Reports:

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

Old Business:

- **Electronic Billing – July Quarter –** We are doing well. Since the last board meeting, we have collected \$147,750 – which makes use at 90% collected from the beginning of our fiscal year and the July quarter. Collected 182,443 for July and August so far. Last year (2021) at this time we were at 84% collected.
- **Question Raised – Raised vs. Budget –** Raised were voted on and approved at the July board meeting. The question on how the raises reflect in the budget; Jennifer double checked the number and all looks good as expected. If anyone would like to see these number in more detail get with her for more explanation.
- **And one thing to keep in mind is we still need to pay Joe** out his accumulative amount of vacation time. Jennifer is working with Joe on how this will work with his retirement and we will present a plan to the board soon with options for the district and Joe. Joe will also be going to Medicare soon which will lower our insurance monthly costs, also.
- **Customer Issues – Mr. Hubbard and the easement issue.** Jennifer called Mr. Hubbard on 7/21 and explained everything in detail on what we had done, talking with our attorney, the License Agreement, and the invoice. He was grateful that we had come to a decision and will stopped in and pick up the paperwork on 8/1. He brought it back on 8/7 notarized; now Ron will need to sign and notarize and we

will file it with the county. We need to make an appointment with Umpqua for the notary and there is not fee.

- **Also, at last month's meeting Last board meeting (7/14/2022) Ron brought up a house on Juniper and Washington**, old mobile home was taken out and a new house is being build. **Joe and Cory checked it out, 1089 S Juniper, looks fine. Looked it up in QBs, property was purchased in 10/1/21 and paid an October Annual.
- **Audit** – the Auditors will be here next week on the 18th. Dena and Jennifer have finished the reports they needed and sent them last week. Everything looks good as far.

New Business:

- **Election handout** – I did email this to you, thought I should just a print it out so you have it. In 2023 we have 3 board members with elections to be filed; Joann, Jerry B, and Richard. Richard had mentioned once that he may or may not re-up, so we will need to also think about someone to recruit in as a new board member.
- **USDA Rural Development** – will be doing their required inspection and review for compliance associated with the Loan, we have with them. It will consist of a phone interview on August 18th and then and on-site inspection on the 25th with Joe & Cory.

Correspondence: none

STAFF REPORT

Plant Manager – *Joe and Cory* – NPDES renewal permit has been turned in; last time it took 5 yrs to approve. The SDAO walk around is done and we updated our Hazard Communication Plan and our Lockout/Tagout Program. Wet Wells are cleaned out. We have been having some computer issues and out tech has been working on it remotely, but he may be down this next week; this is the computer that operates the plant. We did get a quote on updating it and it should be about \$14k to do that, it is still in the planning stage.

Office Manager – *Jennifer* - Risk Management meeting with SDAO – (Rick) went well – just had that we needed to update Hazard Communication Plan and our Lockout/Tagout Program. Cory and I did that and added to our SDAO file online. Reminder of August vacation days off for me– Monday and Tuesday 8/29 and 8/30 OFF – Leaving on trip Thursday evening 8/25 – returning Tuesday 30th – Back to work on Wednesday 8/31

Board Concerns – none

**Motion to adjourn Jerry S, seconded Richard the meeting adjourned at 9:30am
Next meeting: September 8th, 2022, Thursday**

Ron Hemberry
Board Chairman

Date