

# Minutes of Twin Rocks Sanitary District

## Board Meeting – September 12th, 2024

### Board Members

- |                   |                       |
|-------------------|-----------------------|
| 1) George Bean    | Board Member at Large |
| 2) Joann Baker    | Secretary             |
| 3) Jerry Berndt   | Vice-Chair            |
| 4) Ron Hemberry   | Chairman              |
| 5) Jerry Stanfill | Treasurer             |

### Staff

- 1) Cory Perkins, Plant Operator
- 2) Jennifer McHugh, Office Manager

### Meeting Called to Order at 9:02 a.m.

Roll Call by - Ron Hemberry, George Bean – Absent, no Wi-Fi where he is at today. Cory – Conferencing in.

**MINUTES:** Members read Minutes for August 8<sup>th</sup> meeting – Minutes Approval.

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

*Minutes were emailed to all Board Members 2 days before the Board Meeting for review and copy printed for the meeting.*

### FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # 5305-5315, EFT, and ACH payments

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

### Committee Reports:

Safety Comm. (Cory)—Cory set up 2 emergency supply boxes (stay kits) one for the office and one for the lab building. These is for the employees if they are trapped at the office or plant. These were set up from information he received in one of the classes that he took at his conference with OAWU (OR Assoc of Water Utilities). Ron asked if we are considered a community help center. Cory responded - no we are not, but we are here to help if we can. We have generator power, water, and laundry that we can help with. We are not a designated “Help Center”.

Handout – FEMA emergency supply list for personal use.

### Old Business:

- **Electronic Billing** – July Quarter –
  - **July Financials** – The lot by the bus barn has paid **SDC fees** and their connection has been inspected this week. Public Works for the County did post the street closure for Hollyhock on the Tillamook County Emergency Management, FB page. We did also receive an SDC payment from a property on Oceanview yesterday. That makes 2 SDC fees for this FY already. We still have 2 properties in Pine Beach that JTL will be building this year.
  - **For our A/R** we have 17k outstanding for July Quarter– that number is now including our liens from last FY. Our Lien total was \$6,810 so for July only it is 10K outstanding. Our total collected includes all funds that have come in since July 1, so some funds could also be from the last FY. I did send out 61 late statements for the July Quarter this week. With that we are still at 96% collected and we were at 97% this time last year. We are still on target for collections.
  - **Last month I asked the board about if we are a nonprofit and or tax exempt.** I did contact Lois Albright, our attorney, as suggested. Her response was: *You are NOT a non-profit; the District is a special district formed under ORS Chapter 198 and ORS Chapter 450. This means that the citizens within the District voted to approve the formation of the District and voted to give it a tax base. Because it is a governmental entity, it does not pay taxes. It collects taxes (through*

*the County Treasurer's office). The Tillamook County Clerk's office could tell you when it was formed, if that is important. We are a tax-exempt governmental entity and are a special district formed by a vote of our area citizens when we formed. Now I have the correct verbiage. As far as profit goes, it is not that we need to make a profit. But we need to make enough money to keep us running, to pay employees, to do upgrades when needed, to basically keep our community save with our waste water treatment facility. So, we do need rate increases from time to time.*

- **Update on the Plant** - Blower Project, and Lift Stations – Cory – EC did come out, but we had a problem with programing. EC missed on the plans a circuit for an internal cooling fan. They are finishing that up now. Industrial Solutions, Mark, is here today to rap up programing on the SCADA system side, so everything works together to hit that DO set point that we are trying to measure. Then we will be able to finish the energy audit with PUD to show how much energy we will be saving with the new systems for an energy rebate.
- **Audit** – Accuity was here on August 13<sup>th</sup>, they did give me some feed back then. Which was just our usual things like one office person type stuff, no big dings this year. I haven't got anything back from them yet on the audit completion, so the big report will be on next month's agenda. We did get an invoice from them already; we have now paid 6k of our 10.5k contracted fee.

#### **New Business:**

- **SDAO Class for Board Members** - This is the class the board needs to take for Best Practice, Public Meeting. The class is now in our on-line classes with Vector/SDAO. We set Vector up last year, but this will be the first time the board will be using it. You have a handout instruction sheet I made up for you to walk you through logging on to Vector. The Board should receive an email today that you are assigned this class. There is lots of extra training on Vector too.

**Correspondence:** received a SDAO email on Cybersecurity Grant info. We are not ready for a Grant on this yet.

#### **Staff Reports:**

**Plant Manager – Cory** – Received an email from DEQ - they will be doing a plant inspection that is scheduled on September 24<sup>th</sup>. This is routine, you will see this every couple of years.

Cory did want to thank the board for allowing him to go out to help fight fires as there is a real shortage for Engine bosses in our county and state right now. There are about 16 floating task forces now in our state and our station is one of them. Only 6 are currently on site now. He was the only Engine Boss available in our county to go out to the fire this week in John Day. It may seem like such a small thing to be able to help and to allowed to go with our flexible work environment, but it really makes a difference. Martin has been doing a great job covering for me and keeping me in the loop when I have been out.

Jerry B – for the board - thanked him in return for his service and sacrifice.

**Office Manager – Jennifer** – I have been working on the **Employee Handbook** and will be starting some new policies to go with it. Policies can be more detailed and we can just update a them from year to year. The handbook will refer to that current policy and be more specific. Like the Financial policy, a retention policy, a PCI policy. I am also working on adjusting our PDFs that are on our website to be ADA compliant according to the new rules that came out from the federal government this summer on websites and ADA compliance. Streamline had adjusted their scanning system on the website in July to tell me what is compliant and what isn't. Currently most of our PDFs have a error that I am now fixing. At next month's meeting will we do our 1<sup>st</sup> quarter budget vs. actuals for this FY.

**Board Concerns – Jerry B** had a question on last month's minutes about the Effluent Pump and how it will affect us with the winter rains coming in as it is not yet back in. Cory responded – the Effluent Pump pumps everything leaving the plant. We will need to get it back in before winter, for sure with the steady rains, we can take the

rain we are currently having which isn't much. We should hear back from Pump Tech anytime now on if it can be fixed or not. This will not affect our outfall.

**Jerry S** – asked if we will be notified when the new duplexes on Washington will connect to the sewer line. Cory responded - They should pull a county roads permit and we will need to sign off on that. We will know then, if they go through all the correct avenues.

**Motion to adjourn Jerry S, seconded by Joann B, the meeting adjourned at 10:03 am  
Next meeting: October 10, 2024, Thursday @ 9am**

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**Ron Hemberry , Board Chairman**

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**Date**