



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES

Board Meeting November 10th, 2022

<u>Board Members</u>		<u>Staff</u>
1) Richard Seward	V/C	Joe Nemeyer, Plant Operator
2) Joann Baker	Secretary	Cory Perkins, Plant Operator
3) Jerry Berndt	Treasurer	Jennifer McHugh, Office Manager
4) Ron Hemberry	Chairman / Budget Officer	
5) Jerry Stanfill	Board Member	

MEETING CALLED TO ORDER 8:59 A.M

Roll Call by - Ron Hemberry; All present

MINUTES: Members read Minutes for **October 13th** meeting – Approve Minutes

Motion to approve Jerry S 2nd Joann, motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4974 - 4994**

Motion to approve Richard 2nd Jerry S, motion carried

Committee Reports:

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

Old Business:

- **Electronic Billing –October Quarter** – We send out 5 invoices in November – 2 of those were for SDC money (1 the duplex on Washington and the other on Harborview). Today we are at 89% collected of money coming in vs. invoicing. Out of the 99k in invoices we sent out for the October quarter, we only have 21k left to collect. The lien money came in today from the County, you will see that on next month’s invoice.
At the last meeting it was suggested I hand out a report for **Budget vs. Actuals** on a quarterly basis. In your packet today is a **Revenue & Expenditure – Budget vs. Actual report** ending 9/30/2022. It is a 36-page report. I do have 3 smaller reports from this large report for the General Fund that I look at each month so the 3 of us (Jennifer, Joe, Cory) know where we are at. **Payroll** – for the first quarter we have spent 20% of the budget. We discussed how Joe’s insurance is changing starting 12/2022. Joe will bring in his insurance bills and we will pay them, give him a receipt that we paid it for him. Then we will have a copy in our files on what we are paying out. **Joe and Cory’s report** – they spend a monthly amount for lab testing and maintenance but, do buy more stuff towards the end of the year when they know how much money they have left. This last quarter they were at 7% of their budget. They did put in for a

reduction of testing for the increased testing with our new 2023 (5-year) permit with DEQ. So, we will have to see how this will look through the year. Then the **Office** – I have a \$12k budget and this is how it was split up. I am currently at 21% of my budget for office. We will now present this report at the end of every quarter.

- **SDIS Resolution to Vote** – With lots of discussion at the last board meeting on this subject the consensus of the board was for Ron Hemberry to read the emails and watch for something to come from SDAO about when legislative action is needed, and then to advise the board with a special board meeting if needed before making a decision and sending letters out to legislators. You have in front of you the original resolution from 9/8/2022 meeting and now a revised resolution today. What is in red is what everyone discussed to change. If you want to read through it and you can vote on it as it is now. **Joann motioned, Jerry Stanfill seconded – all voted unanimous – motion passed and resolution 22/23-3 was signed.**
- **USDA Rural Development – I did a resolution, 22/23-4**, that basically reads as we are – adopting USDA guidelines for civil rights compliance review conducted on 8/25/2022 and the 4 plans we went over last month and voted to adopt last month.
And I have set up a file for each plan to be able to use any of the guides if a situation comes up for Language issue, ADA grievance, and the surveys. As far as the demographic surveys go, I am keeping track of what I sent out and what is coming back. I did send out a survey with each of the October paper invoices – 141 – as our first test on the survey. I am counting the return envelopes I sent with the invoice and survey. I have so far received 80 envelopes back and only 42 of those have had surveys in them. Our of 141 – we have 42 surveys responses, 38 no response, and 61 have not yet responded. I have also, been updating the filing for the property folders and I have noticed that we had the survey at one time on the back of the Connection Inspection permit forms – 2003 – that portion of the inspection form was never filed out on the ones that I have seen.

New Business:

- **Paid Leave Oregon** – I took a 30min class with SDAO last Thursday and I have a 2-hour class next week. Everyone has a handout of the poster to give you an idea of what it is. They will be hung in the office as we are required to do now.
This is a new law that passed in Oregon in 2019 and was delayed with Covid. A lot of the rules are still in development per the class I took, but I will get more info on the next class on the 15th. All Oregon employees and employers are required to add in to this fund with the tax. The tax starts 1/2023 and an employee will be able to take a leave using this in 9/2023. The employee will apply to the state, the state will let us know if they are approved for a leave. The approval process is in the state's hands. I did find out that employers with fewer than 25 employees can apply for a grant if needed if they pay into the tax. Hopefully I will get more info on that next week too.

Correspondence: none

STAFF REPORT

Plant Manager – Joe and Cory – We did get the pond sludge survey done; Cory was in the boat doing this. We may be at 30-40% full at this time. This has taken since 1967 to build up to this percentage, we have not dredged the ponds yet. So, we have several years to go before we need to do anything.

Office Manager – Jennifer – Tomorrow is the Veteran’s Day holiday and since I am usually off on Fridays, I am taking it on Monday. And same for the Thanks Giving holiday we are closed on Thursday and Friday, I am taking my Friday holiday on Monday 11/28. I have also registered for my room at Sun River for the SDAO conference. The conference registration will be in December.

Board Concerns – none.

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 9:47am
Next meeting: December 8th, 2022, Thursday**

Ron Hemberry
Board Chairman

Date