



Twin Rocks Sanitary District
 PO BOX 69
 Rockaway, OR 97136

MINUTES

Board Meeting – September 21st, 2023

Board Members		Staff
1) George Bean	Board Member	Cory Perkins, Plant Operator
2) Joann Baker	Secretary	Jennifer McHugh, Office Manager
3) Jerry Berndt	Vice-Chair	
4) Ron Hemberry	Chairman	
5) Jerry Stanfill	Treasurer	

MEETING CALLED TO ORDER 9:05 A.M

Roll Call by - Ron Hemberry

MINUTES: Members read Minutes for **August 10th** 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 # **5130 – 5144**

New Blower was paid for from the (LGIP) SDC Fund account with Capital Outlay on that account. (30K)

Motion to approve Jerry B 2nd Joann motion carried

Committee Reports:

Safety Comm. (Cory)-- *doing good*

Joann and George went on a Plant Tour with Cory before the meeting.

OLD BUSINESS:

- **Electronic Billing – July Quarter** – All the Board Members have signed a new signature card at the bank and George is now all set. Jennifer sent out mid quarter statement on 8/31 (109) for past dues accounts. We now have 55 customers set up with recurring payments on their credit cards for invoicing. Today we have 13K outstanding for the July quarter, 97% paid invoices. Same as last year. All set for the October quarter.
- **Audit** – last month after Glen was here, we went over the 5 errors that he found. We received the Draft Audit from Accuity and today we went over some highlights. One we discussed was “Inadequate User Fee Rates”. He had as 2022 we showed a loss of \$35K and 2023 a loss of \$87K. When we do the budget this next year, we will need to discuss an increase again. Jerry B mentioned about the newsletter that the Watseco Water sends out showing their new rate increase, but we do have the notice of the resolution on fee rates at the bottom of all invoices and statements and it is updated when a new resolution is signed. Ron signed the letters agreeing with the drafts. When we receive the Final Audit reports the board members will receive a copy. Accuity also sent a new contract for the next 3 years (2024-2026). **There was a price increase also and all agreed to sign the new contract. Ron signed.**

- **Update on the Internet Project** – This next Wednesday there will be a tech here to set some things up and Thursday the 28th all the phones and connections should be completed. They will also be training us on how to use everything. **Update on transferring of our website.** We have started the process and our new and improved website will be up by the end of October. (Streamline)
- **SDAO Classes** - George went on 8/23 to the Board Member Duties, Responsibilities, and Liabilities. Presented George with his certificate from SDAO. George gave us a review of his class. Ron, Jerry S, and George will be attending a class coming up in Astoria – Board Member Relations, Expectations, and Ethics **Sept 26th 9a-2p**

NEW BUSINESS:

- **Upgrades to the SCADA System – Cory** – This has already been budgeted for this year and it should cost about 13K, but we need to look at whether we should have this project sole sourced with a resolution (Industrial Solutions) or put it out to bid. If we do have it set as a bid project, we would need Industrial Solutions to write up a “scope of work” for it since they designed the program for our SCADA System in the beginning. Then we would have something so other companies would know what to bid on. There was discussion and questions asked on the difference of doing this project as a sole source project or putting it out to bid. Both processes have their pluses and minuses. This has been tabled for the board to make a decision on the purchasing process for this project. Cory will also, bring more info on what it will cost for Industrial Solutions to do a “scope of work”.
- **Paid Leave Oregon Policy (handout)** – HR Answers with SDAO put out a revised sample policy in June to follow for our policy. We went through the policy Jennifer set up and discussed any questions on PLO as we went through it for the new OR Employment Insurance (PLO). **Motion to passed the PLO Policy and Resolution for TRSD by Jerry B and seconded by George – All voted unanimously. The policy and resolution were signed.**

Correspondence: none

STAFF REPORT

Plant Manager – Cory – Quality Control was onsite and checked all our lab equipment and scales, good for another year. Zwald cleaned all the lift stations, we have received the new pump for the Jetty Lift Station and Advance will help install that soon. We have received the new blower this morning for the blower project, I will get with the engineers now about install. We had a cover built for our Clarifier Drive that hasn’t had a cover for some time now.

Office Manager – Jennifer – I wanted to say thank you for the extra time off this last month following my father’s passing. I signed up an IT company that Dena recommended, Portland Computerworks. He did a diagnostic on my computer, fixed a couple of issues. I like him, should work for us since it has only been me since I have been here. I needed a little help on some more technical things. I will meet with him again in October after our internet issues have been resolved.

In next month’s meeting in October, we will go over our 1st quarter for the FY - Budget vs. Actuals

I am also, working on a PCI Compliance Policy – I am still in the research part of that.

Board Concerns – None

**Motion to adjourn Jerry S, seconded by Joann, the meeting adjourned at 10:37 am
Next meeting: October 12th, 2023, Thursday**

Ron Hemberry
Board Chairman

Date