Minutes of Twin Rocks Sanitary District

November 12, 2026, Board Meeting

Board Members and Staff

1)	George Bean	Board Member at Large
2)	Joann Baker	Secretary
3)	Jerry Berndt	Vice-Chair
4)	Ron Hemberry	Chairman
5)	Jerry Stanfill	Treasurer/Finance
1)	Cory Perkins	Plant Operations Manager
2)	Jennifer McHugh	Office Administrations Manager

Meeting Called to Order on Thursday, 9:05am.
Roll Call by Jerry Berndt (Vice-Chair). Ron was absent; Joann was on video; Everyone else was accounted for.

Public Comments:
No Public in attendance.

Minutes:
Members read the Minutes for the October 8th meeting.
Motion to approve Jerry S. Second, George B. Motion carried, Minutes approved.
Emailed Minutes to all Board Members 2 days before the Board Meeting for review and a copy printed for the meeting.

FINANCIAL REPORT & AUTHORIZATION OF BILLS:
Approval of Bills and the Financial Report – Checks # 5635-5648, EFT, and ACH payments.
Motion to approve George B. Second, Jerry S. Motion carried. All bills are to be paid.
Two board members reviewed and signed all bills and payments before the meeting.

Committee Reports:
Safety Comm. (Cory) – Cory will be replacing the shop extension ladder.

Old Business:
Electronic Billing for October Quarter and AR – Jennifer – On 10/19 I sent out 21 October annual reminders. We were at 90% total collected for the FY at that point. At today's meeting we have 4 annuals that we are waiting on payment for, and our total AR for the FY is at $31k left to collect – 95% deposited to our invoicing. We did have 3 annuals change to quarterly invoicing this month due to property sales. The County lien funds should be coming in soon.

Billing continued - Barview Property Reclassification Update: The owner of the Barview property which was discussed at the previous meeting responded to the multi-family reclassification notice. She stated that the space above the garage—which was built in 2001 with a full bath—is more of a "suite" than an apartment, though it was already rented out when she bought the property in 2021. Jennifer clarified that while the district should have been notified when the garage & full bath were added in 2001, no fines or retroactive charges will be assessed; the account is simply being updated for accurate future billing. The board discussed what was required in Oregon to be a residence, what is required for a kitchen. All agreed this added living area above the garage was an added "residence" to this property and should be reflected going forward on the account.

Twin Rocks Sanitary District is a Drug Free Workplace and an Equal Opportunity Employer and Provider. Discrimination is prohibited by federal law.
Complaints of discrimination may be filed with the Secretary of Agriculture, Washington DC, 20250

Billing continued - Jennifer reported a call from **David Gray, owner of the Barview Warehouse 10 stores**, regarding a coffee cart relocating from Rockaway to his parking lot in Barview where a taco cart previously operated. Mr. Gray's account is currently billed for two EDUs, which staff had previously attributed to the two physical structures on the property (the store and the office/cabin on the south side). However, a review of historical account records had billing for two EDUs began in January 2016, and a September 18, 2020, it noted the two units as "House and Taco Cart." Following a 2023 remodel, the taco cart vacated the property, but the account remained at two EDUs to cover the store and the office/barber shop building. With the addition of the new coffee cart, an additional 0.5 EDU for a "food cart with food prep", bringing the property's total to 2.5 EDUs starting in the January quarter. The board did discuss this property, and all agreed with this new change to EDUs going forward.

Audit Update: Jennifer
We have not received the final audit yet. Jennifer did go over all the adjustment with Dena.

Twin Rocks Water District Lease Update:
Waiting for Scott to sign the new lease and return the keys. They have paid their annual.

Update on Undersea Infrastructure Easements: Outfall – DSL Rule 141-083:
Jennifer reported receiving an October 26 email regarding Department of State Lands (DSL) revisions to the Undersea Infrastructure Easements policy (Rule 141-083), which opened a final comment window through November 2 at 5:00 p.m. Jennifer and Cory reviewed the public comments, DSL responses, and revised proposal, noting the following terms:

- **Renewals & Term Length:** An Outfall easement renewal will carry a flat fee of $500 for a 25-year term.
- **Inspections:** Outfall inspections will be required after installation, upon renewal, or following a triggering event (such as an earthquake), and DSL will accept inspection results already required by the Department of Environmental Quality (DEQ).
- **Decommissioning:** Because the existing outfall cannot be physically removed upon decommissioning, the easement would convert to an Encroachment Easement, which carries a $500 fee for public agencies and a 100-year term.
- **New Outfall Installations:** Installing a new outfall will require a $7,500 application fee for an initial 25-year easement, with subsequent 25-year renewals at $500.

The district's current outfall easement started July 17, 2003, with a $0 fee and a 30-year term. At renewal in 2033, the district will owe the $500 renewal fee and likely need to submit an inspection report, potentially using its most recent DEQ inspection. Following Board discussion, Jennifer offered to email the DSL link to any Board members wishing to review the revised rule and comments.

New Business:
Public Records Request: Jennifer
Jennifer reported receiving a public records request in September from an individual compiling a paid-subscription database. The requester initially sought a list of vendors, purchase dates, amounts, and descriptions of products or services. Jennifer informed him that because all invoices are maintained in paper format, fulfilling the request with itemized descriptions would require at least eight hours of labor from staff and outside accounting at an estimated cost of $1,600.
After further correspondence and phone calls from a representative asserting their legal right to the records regardless of district size, the requester agreed to a QuickBooks report showing only vendor names, payment dates, and totals for $150 to $200. Jennifer presented the redacted report—noting Cory had already removed Mission from the list—for Board review of any additional redactions. She is awaiting payment and will send the reviewed PDF report once his check arrives. The Board agreed Jennifer's handling of the request followed district policy.

Twin Rocks Sanitary District is a Drug Free Workplace and an Equal Opportunity Employer and Provider. Discrimination is prohibited by federal law.
Complaints of discrimination may be filed with the Secretary of Agriculture, Washington DC, 20250

Correspondence –

From the Fall 2026 magazine - Registration for the Feb conference in Bend start on 12/2/2026. Jennifer asked anyone who wants to go to let her know, so I can get a place for you to stay now, before they are all gone. There was also a story entitled, "Why a current job description matters. More than just a hiring tool" that everyone should read.

We did get our **2027 Renewal Update Forms for our liability insurance.** Cory and I went oven everything, filled out forms, and sent them back. It did not say how much of an increase it would be yet. But we should have that next month.

Staff Reports:

Plant - Cory

ProGen replaced the lower radiator pipe on the main generator, completing annual generator servicing for the year. Staff also attended a PUD meeting where utilities encouraged the completion of power-saving initiatives, and the plant will continue looking for additional energy-saving projects to help reduce power costs. For safety reasons, 12 trees were removed near the shop. Quality Control Services recently completed their annual inspection of the lab equipment, and everything checked out well. Additionally, staff successfully submitted the Discharge Monitoring Report (DMR) on the Oregon Department of Environmental Quality's (DEQ) new reporting website, and replaced a floor drain at the Park Lift Station with a new aluminum drain. Finally, regarding the state grant-funded fuel trailer—our was one of four approved statewide—the unit has officially been ordered by the State and is expected to arrive within the next couple of months.

Office – Jennifer:

Office Schedule - Closed Wednesday, November 11 (Veterans Day) and Thursday–Friday, November 26–27 (Thanksgiving). Because Friday is her regular day off, Jennifer will also be out Monday, November 30. The next Board meeting is Thursday, December 10. For Christmas, Jennifer will be on leave December 18, 21, and 22 (returning December 23), and the office will close Thursday–Friday, December 24–25.

Also reporting that she has **resumed the records retention and shredding project** paused this summer due to a shoulder injury. Per 2026 Secretary of State rules, bank deposits require a six-year retention, vendor invoices require three years, and permanent records (such as insurance forms) must be kept indefinitely. She is reviewing files year by year, scanning records into QuickBooks, and shredding or burning physical copies. Roughly half or more of the archived files can be purged, and she will draft a formal district retention policy once reorganization is complete.

Board Concerns: Jerry B asked about plant vegetation on the ponds. Cory responded to this as the plants on the top of the ponds does help keep the pond dark that helps with the bugs in the pond. We have more of a problem with algae which like sunlight, so the vegetation helps with that too. There was also some discussion on the ponds and when they would be dredged and how that would works.

Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 10:45 am
Next meeting: December 10th, Thursday, 9am

_____ _____

Ron Hemberry, Board Chairman **Date**