



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

MINUTES

Board Meeting – January 11th, 2024

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 9:07 A.M

Roll Call by - Ron Hemberry All were in attendance, Joann was virtual. Joe Nemeyer also attended.

Joe’s Retirement Presentation – Ron presented Joe with our retirement gift to him for his 32 years of service. Joe gave a great retirement speech thanking the board for their continued support. Joe will continue to work part-time to help out Cory.

MINUTES: Members read Minutes for **December 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 # **5184-5197, EFT, and ACH payments**

Motion to approve Jerry S 2nd Jerry B motion carried

Committee Reports:

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

OLD BUSINESS:

- **Electronic Billing – October and January Quarter** - End of the second quarter, we ended up with 99% collected for July and October invoicing. At the end of Dec we had \$8,500 left in A/R. January invoicing, we sent out 79 annuals and 473 quarterlies for a total for 552 invoices at \$172,490.83. Today we are now at 79% collected. Last year at the January meeting we were at 76%. Today’s total is at \$105,917 outstanding for our A/R this FY year. We are doing good. **In Billing – Cory and I meet with Troy at Camp Magruder last week.** In September I mailed them their current EDU assessment that was last done in 2016 and asked them to let me know of any changes. The finance director Geoff got back to me in Nov with a couple of changes. We met with Troy and make sure what their new EDU total would be. They are up 2 EDUs for 2 permanent RV sites that we did not have on our list. Total EDUs for them are now at 48.2 this will increase our totals overall going forward.
- **Budget vs. Actuals for the first 2 quarters** – Hand out for the sections of Payroll, Office Expenses, and Plant Expenses. These reports all currently show under 50% at our midyear.

There was some discussion and explanation on each. Also, presented the full report, we went over a few points with some discussion and everything at this time looks good. We will talk more about the Budget and forecasting when we start the budget process at future meetings.

- **Update from Cory on the SCADA System** – Sole Source Resolution is ready to sign. There were no objections from the posting in the newspaper. The Resolution 2023/2024-6 was read again and signed by Ron and Jerry B. The resolution was read and voted on at the last meeting to approve this Sole Source purchase for the SCADA System. Cory went over the SCADA System, updates, and how it will connect with the blower. **Vote spending the money from the quote for the SCADA System cost of \$14,284 – Jerry B motioned to pay this bill, Jerry S seconded – all voted unanimously**
- **DO Probe** – This is tied together with the SCADA System and the new Blower which will all be integrated together. It will also help with our energy rebate too. Cost is **\$6,600**, it will measure the air in the water so we are not using too much or too little. This will help with our energy cost as it will help to not over use the blower as it will automatically adjust the air so we don't need to test and adjust it manually. **Vote for spending the money for the DO Probe – Jerry B motioned, Jerry S seconded, all voted unanimously.** There is also a cost of integrating the SCADA System with the DO Probe which will be **\$9,300 for Industrial Solutions.** **Vote to spend this integration cost – Jerry S motioned, George seconded, all voted unanimously.** Both of these will be paid for with the SDC Fund account in Capital Outlay.
- **Blower Project Update** – Cory updated – our Engineer who is our project manager for this project solicited bids for the install of the blower. The original quote for install was in 9/2022, now the bid on the electrical part of the install is more. The total cost for installation is now \$40K from Advanced (the only company that did bid for this project). This will also come out of the SDC Fund account in Capital Outlay. **Jerry S motion to spend this money and accept the bid, Jerry B seconded, all voted unanimously.** Advanced will submit the contract for us to sign soon.
- **SDAO Conference – February** – Jerry S, Ron, and George all have their agendas for the conference now. With the conference starting on 2/8 and the next board meeting on 2/8 will we need to move the meeting? There was some discussion on this and all have agreed to leave the meeting on February 8th, there will be George, Ron, Jerry S, Jerry B, and Joann virtually. All should be able to attend the regular meeting date.

NEW BUSINESS:

- **Election and Terms** – Jerry S and Ron's terms are up next year – 2025. George, Joann, and Jerry B's are up in 2027. No one is up for election this year.
- **SDIS Liability Insurance 2024 & Winter Risk Management Newsletter 2024** – Hand out shows 2024 and 2023 showing the differences between the 2 years for increases and discounts. The Liability Ins increased this year by \$4K with the applied discounts. Noted that SDIS is not doing the Longevity Credit this year. There was some discussion and all agreed to pay. Highlights on the Winter Risk Management Newsletter – Membership Dues are calculating differently this year, Public Meetings Law Updates, switching your Domain to .gov (we are working on this now). Special Districts consulting services update, and Cyber Security coverage.

- **Ordinances** – The rates of a sanitary districts are set by ordinances per ORS 450.130, this statute “gives the board authority to enact ordinances levying such charges as it deems necessary to finance the operation and maintenance of the district”. Our last Ordinance, 93-2 Section 5 for Rates – we can change the rates by way of a resolution after a public hearing. We have been doing this correct. We do need to update this Ordinance. You each have a copy of 93-2 and the Revised one I am presenting to you to go over today. In our April and May budget meetings that are advertised in the paper I will add “that rates will also be discussed at this time” to help let the public know we are discussing rates which is also a part of the budget. We need 2 readings before we can sign a new Ordinance. Our time line will look like this - Reading and discussing the new Ordinance today (first reading); start the Budget in February; March we will finalize the Budget, discuss rates for the Rate Resolution; then April with the public budget committee we will read and sign this new Ordinance and the new Rate Resolution; May we will finalize the budget with the Budget Hearing and sign it. I will add all this to the Budget Calendar. **First Reading of Ordinance 2023/2024-1** was read and discussed. There was a lot of good discussion about each section of this new Ordinance. Cory and Jennifer were able to answer all questions asked by the board members. Jennifer asked the board members to read the 93-2 and the 2023/2024-1 Ordinances to be more familiar with them and if there are any other changes or questions that need to be updated in the new 2024/2024-1 Ordinance by the next reading.

Correspondence: none

STAFF REPORTS

Plant Manager – Cory – The bio-solids and I&I annual reports have been submitted to DEQ. We received our ODOT permit to fix the manhole on the 101 from the last storm, that will start soon to seal that manhole. There was discussion about the manhole at Pine Beach, too. Joe’s new schedule will go to Sunday/Monday and then he will be here for any time off I take. We have also paid out all his vacation time he had accumulated.

Office Manager – Jennifer – I will be out of town from February 9th to the 17th for vacation. Monday is MLK day and we are closed. *Jennifer sent out an updated email on office closure after the meeting.*

Board Concerns – none

**Motion to adjourn Jerry S, seconded by George, the meeting adjourned at 11:05 am
Next meeting: February 8th, 2024, Thursday**

Ron Hemberry, Board Chairman

Date