



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES

Board Meeting July 8, 2021

Board Members

- | | |
|-------------------|-----------------------------------|
| 1) Richard Seward | V/C |
| 2) Joann Baker | Secretary |
| 3) Jerry Berndt | Board Member |
| 4) Ron Hemberry | Treasurer/Budget Officer/Chairman |
| 5) Jerry Stanfill | Board Member |

Staff

Joe Nemeyer, Plant Manager
Jennifer McHugh, Office Mgr.

MEETING CALLED TO ORDER ___ 8:55 ___ A.M –

Roll Call by Richard - All present

SWEARING in the Newly Elected Board Members.

Richard Seward recited the Oath of Office for Jerry Stanfill and Ron Hemberry to repeat and swear in the new officers as newly elected board members.

ELECTION for the Board of a new Chairman since Ron Hemberry (chairman) is now newly elected.

Jerry Berndt nominated Ron Hemberry as Chairman; Jerry Stanfill seconded.

All in favor (4), No (0) – the vote was unanimous

Ron Hemberry will stay on as the Chairman

MINUTES: Members read Minutes for June 10th meeting – Approve Minutes

Motion to approve Richard Seward 2nd Jerry Berndt, motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # 4660 - 4678

Motion to approve Richard 2nd Jerry Berndt, motion carried

Committee Reports:

Safety Comm. (Richard)-- *No incidents to report*

Old Business:

- Personnel handbook update from Joann
Joann asked if everyone had gone over the revised edition of the handbook. Everyone said yes. She will now send it back to SDIO to review the changes we made to make sure we have everything in correctly.
- Digital Check Processing machine from the bank – Jennifer - did check with Umpqua again when I went in to make a deposit. The teller gave me some info and thought it would be good for us to use. She took my contact info and told me sales with get back to me. Waiting for a response.

- Filing the Budget – at the last meeting Ron advised me to check with Terri for Budget info I was lacking. She did point me in the right direction. I just needed to finish the LB-50 for Liens. Will have that done before the July 15th deadline.
- Electronic Billing. Update from Jennifer.
We sent out 240 paper invoices and 309 electronic invoices and by the next day we had over 25 payments come in via Quick Books.
With the emails I had a lot of people call and tell me about errors or to change things on their accounts.
With the paper invoices I sent out a Policy Change letter. I received calls and emails to add their email addresses to their accounts too. Lots of success with this first go around.

New Business:

- **Swearing in Newly Elected Board Members** was done at the beginning of the meeting. Need to add Jerry Stanfill's name at the bank (Umpqua) to be an added check signer since he is now a board member.
- **Raises for Employees** (Joe, Corey, and Jeff) Cost of living increases
Richard added for the employees to have a 2% increase. After more discussion about the cost of living it was then amended by Jerry Berndt to increase the cost of living raises to 4% and with Joann's second it was passed. No further discussion and a vote was unanimous and passed.

Correspondence: none

Budget Calendar Dates for 2021:

Budget Committee: [Richard Seward, Joann Baker, Jerry Berndt, Gary Albright, Ron Hemberry, Budget Officer, Angela Nebeker, Budget Developer]

Appointees: Carla Albright (2021) Rick Hurliman (2020), Troy Taylor (2021), George Baker (2021), Jerry Stanfill (2020)

Budget Prep by Staff- January 25th and January 28th- Question: a 2% increase in rates from Resolution 19/20-2 needs to be addressed for inclusion into Budget or not. – Board decided not to increase the rates [appropriate Resolution to be filed] --**Done on 2/11/21 ****signed in resolution book 6**

Budget Proposal for Budget ready for February 11th Board meeting—**Done on 2/11/21**

March 11, 2021 Appoint Budget Officer & Committee

Publish 1st meeting Notice- 2 weeks before Budget Meeting in Headlight Herald—**Ordered on 2/16/21 for 3/23/2021.**

April 1st Meeting Notice- 1 week before Budget meeting in Headlight Herald—**Ordered on 2/16/21 for 3/30/2021.**

April 8, 2021-Budget Committee Meeting on April 8th at 9:00 am, followed by Board Meeting where Board approves proposed Budget given by the Budget Committee

April 29, 2021—Publish Notice and Summary of Budget hearing at 9:00 am; Complete LB-1.

May 13, 2021—Adopt Budget and make appropriations, Resolution adopting the Budget, making appropriations and levying taxes. Prepare LB-50, Certification Forms, etc.

*All changes were made and needs to be filed with the county. **Voted and motion passed. 5/13/2021***

June 30, 2021—Submit Documents to County Clerk – **Filed with county 7/15/2021, LB-50 and Resolution 2020/2021-1 Sewer Rate Policy**

STAFF REPORT

Plant Manager – Joe – Things are good right now. There was an issue with the Park generator and Pacific Power helped get that fixed, so it is reliable now. Zwald will be ready to help with the clean outs before winter starts. The biggest problem now is the algae because of the temperature this time of year. Dye is helping.

July 4th was not as big as previous years; the Bar View Park was only at ½ capacity.

Joe took a class on Confined Spaces to get in the hours he needed for his license.

Joe is taking August 8, 9, and 10 off as vacation days. Corey will be here to cover those days.

Office Manager – Jennifer- There is a class on “Board of Directors and Management Staff Training” with SDAO. Joann has taken it and suggested Jerry Stanfill should attend too. Ron suggested all three should go. It is a one-day class in Astoria. Jennifer can register all 3.

Motion to adjourn the meeting at 9:14a

Next meeting: August 12, 2021