

Minutes of Twin Rocks Sanitary District

Board Meeting – November 13, 2025

Board Members

- 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

Staff

- 1) Cory Perkins, Plant Operations Manager
- 2) Jennifer McHugh, Office Administrations Manager

Meeting Called to Order at 9:00 a.m.

Roll Call by - Ron Hemberry, all present, Joann was on video.

Public Comments:

No public in attendance.

MINUTES:

Members read the Minutes for October 9th meeting – Minutes Approval.

Motion to approve Jerry S 2nd George B motion carried.

Minutes were emailed to all Board Members 2 days before the Board Meeting for review and a copy was printed for the meeting.

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and the Financial Report – Checks # 5486 - 5799, EFT, and ACH payments.

Motion to approve Jerry S. 2nd George B. motion carried.

All payments were previously reviewed and signed by two board members.

Committee Reports:

Safety Comm. (Cory)—no report, just stay prepared for winter and drive safe.

Old Business:

Electronic billing –Jennifer: We are mid-quarter and have an AR left to collect of invoiced for the FY of \$27k. Past due statements will go out next week as a reminder to pay the October quarter and any other past due owed. Out of the 54 October annuals we still have 4 that are not paid. These annuals were all emailed on 10/1, a reminder emailed on 10/29, and mailed on 11/4. Now is time to add the discount back in and mail out again for these unpaid annuals. We are at 95% collected from invoiced for the FY so far. This is average for this time of year.

24/25 FY Audit: Our fee to the State this year to file our audit is \$300, last year it was \$200. We did go over some of this in the draft last month. Starting with our audit deficiencies on the Board of Director's Report, we had two deficiencies. Segregation of duties and financial statement preparedness. We are always going to have these two listed, because we only have one person in the office and Accuity has no recommendations to correct this. I have our Plan of Actions ready to send to the State for these deficiencies, these were read, discussed, and signed by Ron and Jerry B. Next, we went over the Annual Financial Report audit, this was discussed page by page and there was discussion as we went through it. The main point is that our Net Position for the General

Fund is now in the positive. Our rate increases for the last couple of years have made a difference this year with our budget vs. actuals per fund reports. Jennifer will go over these reports one-on-one if anyone wants a more detailed analysis. Jennifer has gone over these reports with Dena and has done any audit adjustments in QuickBooks required by Accuity.

New Business:

Registered Agent – Jennifer went over the definition of a Registered Agent and Registered Office. By ORS 198 a Special District must have a designation of a registered agent and office. Who our registered agent is was brought up to me by Accuity. Through research I found two registered agent resolutions. The first registered agent we had was the board secretary, Ed Little, this resolution was signed on 7/14/1972. He was on the board from 1969 – 11/1972, but the registered agent until the next resolution in 2008. This next resolution and designation were not done until 11/13/2008. That was Cynthia Arvin, the office manager from 2006-2014. She is still listed as our registered agent today. This research and what a registered agent is, was discussed. The registered agent and office of a special district is on file with the Secretary of State, Archive Division. This cannot be updated or searched online, it must be updated, notarized, and then mailed to the Archive Division per the form each time an agent resigns and we designate a new agent.

There was discussion on who should be the register agent for our district and who receives any communication currently from the State. George B motioned to confirm Jennifer, our office administrative manager, as the registered agent of Twin Rocks Sanitary District as this is part of what she currently does, Jerry B second. Jennifer was asked if she wanted to be confirmed to this new position. She said yes, all voted unanimously. Jennifer will set up a policy going forward, she will write a resolution, and fill out the Notice of Designation of Special District Registered Agent and/or Registered Office form to be notarized. These will all be read and signed at the next meeting.

Correspondence: Received –

From Cheryl at Hudson our review for our liability insurance for the coming year. We will see numbers soon on any price changes.

We did receive our loan information for our loan payments coming up on December 1st. Those are both set up as an autopay now and you will sign for them at the next meeting.

We received notice from the State Dept of Revenue that our payroll tax for the State Transit Tax will be doubling starting January 2026 through December 2027. This will be going from .1% to .2%.

Staff Reports:

Plant Manager – Cory – Purchased and installed a new dichlorination sample pump, they are about \$400. We had one go out so we bought 2, to have a backup. We attended the TPUD meeting for the key accounts this month. They discussed the increase in power consumption and their worry for future projections. They were trying to get everyone to lower their consumption, at least we have already significantly reduced ours with the blower project last year. But they did say there will be increases as the more you use, the more you will see any increase in rates. We did have a problem during the last storm power outage with the north generator. It started and then shut down. Then it needed to be manually started again and it has been ok. I checked with Pacific Power and they said to monitor it. This could be lots of things, including corrosion. So, we did open it up and checked for any. It did happen during the power surge and it may be that, a possible problem with the transfer switch or voltage regulator. We will keep monitoring it. TSR is here now doing some TV work on the lines. They are looking for cracks that may have water coming in. There was some discussion on how added water affects the ponds. We did sign the contract for the grant we received for the fuel trailer and we are waiting on the next step.

Office Manager – Jennifer – We are now a member of the Oregon Procurement system with our IGA and Oregon Buys. Cory and I are looking at the system and learning how to use it. We are Looking to see what vendors we are currently using that may also be in Oregon Buys that we can get a discount with and even better pricing going forward. I have a quote for my new computer from CenterLogic, it is under a thousand. I will keep

you updated when that happens next. I took Monday off for Vetern’s Day, instead of Tuesday. I have had a sign on the door for several weeks stating this. Before the next meeting is Thanksgiving already. The office will be closed from Nov 27, Thursday, thanksgiving – Dec 2, Monday, reopening on Tuesday, Dec 3rd. Taking a class in Seaside - Regional Risk Management Trainings – on December 9th, Tuesday, all day.

Board Concerns – Ron said he received a call from Mike (he is on the budget committee) as he wanted to make sure what month the budget committee meeting was. The budget committee meeting is in April. But we will start working on the budget in regular board meetings by the February and March board meeting. Mike, as public, is always invited to attend any board meeting.

**Motion to adjourn Jerry S, seconded by Jerry B, the meeting adjourned at 10:05 am
Next meeting: December 11th, 2025, Thursday @ 9am**

Ron Hemberry, Board Chairman

Date