



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

MINUTES

Budget Hearing & Board Meeting – May 9th, 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 8:55 A.M

Roll Call by - Ron Hemberry All present – George Bean joined virtually

MINUTES: Members read Minutes for **April 11th** 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 # **5242 - 5261, EFT, and ACH payments**

Motion to approve Jerry S 2nd Joann motion carried

Committee Reports:

Safety Comm. (Cory)— Cleared some brush from the buildings, working on clearing clutter hazards from the shop, it is an ongoing process.

Budget Hearing:

At the Budget Committee meeting last month, the committee voted unanimously to recommend that the Board adopt budget as it is. There were no further questions on the Budget. Jerry S motioned to except the 2024/2025 FY Budget, Jerry B seconded – All voted unanimously. Ron and Joann signed the Budget Resolution 2023/2024-8. LB-1 was in the Headlight Hearld this week.

OLD BUSINESS:

- **Electronic Billing – April Quarter** – One new construction is now finished and started with invoicing - April Annual. Two new Duplexes are going in on Washington. We have collected these SDCs fee. This makes our budget for SDCs fees we predicted for this year. Sent a letter certified mail per the board’s advise from the last board meeting and received the signed card back from the customer who wanted to stop receiving sewer invoicing.
I did move money in the General Fund from one payroll line to another, in **Resolution 2023/2024-10. April Invoicing.** AR is at 97% collected, 3 annuals have not paid. April outstanding is \$15K, total outstanding is \$24K. Mailed out 73 past due statements yesterday.
Liens – (handout) today we have 16 accounts that lien letters have been mailed to. There was

some discussion on how liens are processed, lien filing fees, and how many we customers we have liened in the past.

We are scheduled for our **Audit this year**. It will be August 14th.

- **Update on the Plant - SCADA System, DO Probe, Blower Project, and Lift Stations – Cory –** Still working on the new Blower with the electrical portion – ceiling in the blower building is thick concrete, running conduit through it has taken some time. DO Probe is now on-line, but not completely tied in with everything yet. SCADA System is complete and running. Our new main pump is now in and working, we are back to 3 pumps in the main lift station. We have our Spare Pumps in for the North and the South Lift Stations. The Generator transfer switch we are waiting for will be here on the 15th and Pacific Power will be down to install that. We did have a sewer line failure at 1089 Juniper. A unique situation where this service is at the end of a line and the last house. There is a culvert in the street and when it was installed in possibly the '70s the line was damaged. There was always someone living there so there was always a flow. The house sat vacant for a while in recent years, then torn down and a new house was built in 2023. The “no flow” at that time may have caused a buildup and the line to fail. There was a 6” line in the road there, so we were able to slip line in a 4” line trough it with no excavating.
- **Vote on the new Ordinance 2023/2024-1 –** First reading was 1/11/24, second reading 4/11/24. **Motion to approval the updating and repealing Ordinance 93-2 to Ordinance 23/24-1 by Jerry Berndt, seconded by George Bean, no further discussion - all voted unanimously.** Ordinance 23/24-1 was signed by Ron Hemberry, Chairman, and Joann Baker, Secretary. It has also been notarized. Jennifer will have it now Filed with Tillamook County for it to take effect as our rules to follow for Setting Rates; Raising of Rates; Providing Rules and Regulations for Operation of the Sewer System; and Providing for the Violations of with this Ordinance. There was some discussion on Rate Studies and other ordinances that are still in effect.

NEW BUSINESS:

- **Security of the Plant – Cory –** This concern was brought up after the SDAO Conference by board attendees. Cory & Jennifer have discussed security for the plant in office meetings and how safe they feel. It was agreed we do need some sort of camera at the gate to verify who is coming into the plant if any number of security issues happen. This may not stop someone, but may deter and we will have evidence of someone entering the plant. Challenges of a camera by the gate were discussed and a game camera with cellular service is an option for us. Signage will help, but it can only read “you *may* be under surveillance” until we have a actual camera set up. There was discussion on cost and other surveillance methods. Jennifer will check with other sewer districts with what they are doing, also. We will continue this discussion next month.
- **On-line class for the Board –** For Best Practices the last thing required for us to do is for all board members to complete a “public meetings” class in the online classes offered from SDAO in the Vector Training system. This training is not available yet. SDAO should have it up towards the end of spring. I looked yesterday and it is not in the Vector library yet. As soon as it is I will let you know.

Correspondence: Email from Tillamook County on for a town hall type meeting with Commissioner Doug Olson for May 7th on water and sewer issues in the county. **Received** an email from the State for Debt Verification; updated it and send it in. **Received** an email from OR Employment Dept on Grants for PLO.

STAFF REPORTS

Plant Manager – Cory – Cory and Martin checked on the South Pump as it is the oldest pump, it looks good and we do have a spare pump ready for it.

Office Manager – Jennifer – Took the first of 3 classes from Umpqua on cybersecurity threats. The first one was very informative and the speakers for the class were FBI agents on Fraud.

I am taking a class in Newport in June – **June 4th, Tuesday**. I will be in Newport that day it is on “HR and Employee Handbook”. Discussed the payroll issue I had with QuickBooks and Paid Leave OR this last calendar year, and possibly going to a different payroll company and not use QBs for payroll. Dena has advised a company to use and I have a quote with Paychex. I had a meeting with him already. I need to discuss more with Dena and make a decision on this.

This week is “Public Service Recognition Week” Thank you all for you Community Service.

Board Concerns – Jerry B wanted to recognize Jennifer on how much work she does each month.

**Motion to adjourn Jerry S, seconded by Jerry B, the meeting adjourned at 10:45am
Next meeting: June 13, 2024, Thursday**

Ron Hemberry, Board Chairman

Date