

# Minutes of Twin Rocks Sanitary District

## Board Meeting – November 14, 2024

### 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             |

### Staff

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

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

Roll Call by - Ron Hemberry, Joann Baker – Conferencing in.

**MINUTES:** Members read Minutes for October 10<sup>th</sup> meeting – Minutes Approval.

**Motion to approve** Jerry S 2<sup>nd</sup> George B motion carried.

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

### FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # 5331 - 5345, EFT, and ACH payments

**Motion to approve** Jerry B. 2<sup>nd</sup> Joann motion carried.

### Committee Reports:

**Safety Comm. (Cory)**— Repaired a hole in the ground we had near the blower, all concreted in now before the rains have started. We did have a tornado this week that struck the school district building in RB and just wanted to remind everyone if something like this happens to always shelter in place.

### Old Business:

- **Electronic Billing** – October Quarter – Of the 52 Annuals for Oct – at the Oct meeting we still had 32 unpaid, by 10/28 we had 20 unpaid and I mailed those out as Past Due/Reminders. Today we have 7 Annuals unpaid, their discounts were taken off and mailed out yesterday. The lien funds are depositing today from the county and with that we have a total AR today of \$19,805 left to collect for the FY. Today we are at 96% collect, last year were at 91% by November. We did have 5 home sales from the last board meeting.
- **SDC question** – Eric Williams – He has a lot on Victoria and had forms that the previous owner paid the SDCs for water with Rockaway Beach and sewer with us. For us he had a letter from Sheila dated 6.4.2020 that the SDC fee was paid on 9.9.2005. I sent him our rules from ordinances on SDC fees and collections; you have one year from payment to receive a refund if not connected and then 1 – 5 yrs to connect still and pay a difference if the amount for SDC has changed. If a connection has not been made to our line after 5yrs the SDC fee paid to TRSD is then forfeited. I cited this from the most current Ordinance 2009-2010-1, Section 7. These rules have remained the same for collection of SDC fees since we have had SDC fees. It has been 19 years since the fee has been paid, he will need to pay a new SDC fee if he plans to build and connect to our line. There was a question and discussion on why does it matter if it has been more than 5 years, why do we have that rule? Cory added that we have to maintain our sewer system regardless if they have been paying in or not. So, it is like buying into the sewer system and they have not been paying into it for the last 19 years since the SDC was paid and

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everyone else has been paying in to keep us maintained. Everyone agreed. This ruling and ordinance will remain until we have an engineering audit of our lines and will be able to make a more informed decision on SDC fee rates and rules.

- **EDU Adjustment** – last month I handed out our current break down of accounts for EDUs. We discussed our rate schedule and ordinance on “shops with a bath” and how that is defined. We voted to add and amend to our current Ordinance 2023/2024-1 in Section 6 and amend the verbiage with *conversions of properties*. There are only 4 accounts currently that this change would affect by decreasing their sewer service fee slightly. There was discussion on how sewer fees are set per EDU. We also discussed how many days you live in the house, or how many people live in the home, and if a property is rented out or not; none of this effect the sewer service fee currently.

**The first reading of the Ordinance Amendment 2023/2024-1A.** Which changed and added to Section 6 Conversion of Property. This ordinance amendment is also changing and adding to Section 15 Prohibitions. With Prohibited Substances that also include FOG. The clarification on Section 15 will help with any new restaurants in our area adding to our system. The second reading will be at the December meeting which we will vote to approve this amendment or not, sign, notarized, and then file with the county. These changes will be in effect for the January Quarter if all is approved.

**We discussed the Revised “Definitions for Sewer Service Rates, Fees, and Types of Service”** These definitions are also included with any Rate Resolution or Ordinance and our Rate Schedule. There were definitions added and revised.

**We also discussed the New Food Truck** – we have a diagram for the food truck trailer given to us by the City of RB, which shows it contains 2 counter top fryers and a bathroom. If he adds a public bathroom to the site we will add those fixtures into his fee. There was some discussion on this.

**Handout** – portion of the Rate Schule that includes all the current rates listed and fees.

- **Audit** – Our Auditors have already sent the audit to the SoS office and we have paid the filing fee. We went over the **Report to the Board of Directors**. Our Plan of Action for the discrepancies from the audit was ready to be signed by Ron to send to the SoS. Glen did list inadequate sewer fees this year as he did last year. Then we went over the **Annual Financial Report** with the total net position, change in net position, and net decrease for the budget. Glen suggested may have to think about having a policy for limits and investment maturities. Listed our total cash on hand and total capital assets. There was some discussion on the reports and the board was satisfied with the results of the audit. These reports are on file in the office and if anyone would like to go over them in more detail, please let Jennifer know.
- **SDAO Conference** – Are any board members thinking about going this February to the conference in Bend. All declined.

#### **New Business:**

- **GIS Mapping** – Cory – Geographic Information System mapping. This is online layered mapping system we can use it to keep track of our manholes, lift stations, clean outs, and lines as an online system using GPS coordinates. This would be a more detailed and up to date mapping than the current paper maps we are using that are from 1968 and early 1970’s, they are tattered and fading. The GIS mapping will also help with natural disasters, we will be able to find a manhole for instance in 5 feet of mud with up-to-date coordinates. It would have all of our information in one place, currently we do not. We were approached by Water Utility App, Public Woks GIS. Their goal is to provide a robust, accurate, and up-to-date GIS system that will be a valuable tool for managing our infrastructure. They are currently working on the GIS mapping for Bay City and they have done a lot of other coastal cities up our coastline. Cory did consult with Bay City and how they are using this mapping system. We can off load hard copy maps if needed and we could use the online mapping app on a phone or laptop in the field. We were quoted with 2 licenses, one for the plant and one for the office. DEQ was thinking about requiring all public utilities to have this, but currently that has not been approved yet. This would also be a security for us too, if something were ever to happened to our current paper maps. On the quote we asked for a couple of add-ons from the base quote, we have a current quote of \$9,950.00 with an annual maintenance fee of \$1,500. We do have enough in the plant budget to do this now. If we

wanted to change to a different company in the future for the maintenance part, we could. There was more discussion on what this GIS mapping could do and more add-ons that we could add in the future. Jerry S motioned to except this quote for GIS mapping from Water Utility App and proceed with this new project, George B seconded. All voted unanimously.

**Correspondence: received** – Rockaway Beach Utilities has been communicating well with us. OR Employment Dept sent out new Batch Rules for Paid Leave Oregon

**Staff Reports:**

**Plant Manager – Cory** – Effluent pump is already 2 weeks late, I'll let you know when it gets here for install. Our Lab QA manual is finished, this was a DEQ requirement. Our data loggers from TPUD for the blower have been sent back to TPUD and we are waiting to see what kind of energy rebate we will receive. Cory attended a Key Counsel meeting with PUD; they will be receiving an 8% increase from Bonneville, so they discussed a 5% rate increase this year and a 3% increase next year for customers and they are really pushing for energy conservation.

We have fueled up and checked the generators and are ready for storm season.

**Office Manager – Jennifer** – Took a class from SDAO with Streamline (our website people) on 10/31 – Accessibility Compliance; this is why our headers on our agendas and minutes have changed. It makes the PDFs compliant for our website. The most important take away from the class was that all PDFs on websites must be compliant for the state of OR by April of 2027. I am continually working on the PDFs we currently have on our website in fixing or archiving. Everything from June to now is accessible.

The Employee Handbook Update – I am almost finished with a Cyber Security plan/policy, we will go over that in December. Also, in December we will talk about end of year bonuses.

We were off on Monday the 11<sup>th</sup> for Veterans Day. I came in late on Tuesday the 12<sup>th</sup>, I had someone over trimming trees. Thanksgiving Holiday is Thursday and Friday, the 28 and 29, but since I am off on Fridays I will be taking Monday off too, Dec 2, as part of that holiday. I will be taking off next Thursday the 21<sup>st</sup> as a vacation day.

**Board Concerns** – Will the ocean outflow pipe be inspected this year? Cory - No, it will be inspected next year. That will be in the middle of our DEQ permit cycle and we will do another closer to the end of the 5-year permit. It will be added to the budget we will be working on for next year.

**Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 10:40 am**  
**Next meeting: December 12, 2024, Thursday @ 9am**

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Ron Hemberry, Board Chairman

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Date