



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

**MINUTES**

**Board Meeting – February 8<sup>th</sup>, 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** 8:56 A.M

Roll Call by - Ron Hemberry Joann Baker was not in attendance

**MINUTES:** Members read Minutes for **January 11<sup>th</sup>** meeting – Approve Minutes

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

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **5198-5210, EFT, and ACH payments**

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

**Committee Reports:**

Safety Comm. (Cory)—Fire extinguishers have been checked and did get rid of an overhead hazard in the lab building.

**OLD BUSINESS:**

- **Electronic Billing – January Quarter** - At the being of February, we had 15 January Annuals not paid. Today it is down to 10. Looking at A/R at the start of February we have 17 customers that we “may” lien this year for a total of \$8,200. I will not start sending out letters for this until mid-April after the 4<sup>th</sup> quarter invoicing. Today we have \$22K left in January Invoices, with a total left to collect for the FY of \$31K, we are at 95% collected for the FY so far. Every Quarter we add more people to our Recurring Payments - up to 61 customers today. The house in construction on Alder is finish and fees have started. There was some discussion on the other properties that was still in construction status.
- We received an email with a letter the county sent to the owner of **8905 Grant St.** The county did an STR inspection (they do a fire and safety inspection on STR every 3 years). This property had been permitted as 1 unit and after the inspection they found it was being used as 2 units. This suspended his STR license. I had a draft letter already to send to him, then he called me on 1/31/24. He purchased the property with the downstairs reno already done. The owner transferred the STR license to him and he thought he was all set. He said he is working with the county and with permitting, but should be OK because the top floors are 1 STR and the basement apartment is a long-term rental (an ADU), so he should be fine with the county. They

will do another inspection this month. He started renting the basement apt out in 2022. I have charged him with 2 years of annual sewer service, which he has paid. The property is now set up as a duplex, A & B.

- **Update from Cory on the SCADA System** – Industrial System have started building the system, but it's current monitor needed to be replaced now. Purchased a new monitor and that will be taken off the quote before billing. All the new switches for the SCADA have been installed, now we can see all the lift stations on the current SCADA again.
- **DO Probe – Cory** - Has been ordered, we have received one part of this still waiting on another part.
- **Blower Project Update** – Cory updated- Awarded Advanced the project per the last meeting. I have signed the contract and he should start it soon. It may be done in sections until it is completed. There was also some discussion on how the blower works.

### NEW BUSINESS:

- **Hiring new Plant Back-up or Laborer** – There was some discussion on when to hire and to keep Joe too. Joe will stay to work one or two days a week and to bring Martin in for one day a week or as needed. Both Cory and Jerry B gave us some info on Martin. Both Joe and Martin be in the Part-time Laborer position going forward. There was then discussion on the wage. Cory has talked to Martin to make sure he is ready to join our team. **A starting wage was motioned by George and 2<sup>nd</sup> by Jerry S. All voted unanimously on the wage and to hire Martin.** Cory will update us on his start date. Will discuss at a later date on a 30day increase.
- **Starting the Budget Process** – The 24/25 Budget Calendar is set. We went over the “First Draft” of the 24/25 FY Budget. There was some discussion on each Fund account and what each fund is for. The General Fund will need some more fine tuning, but should be ready for the March meeting. The other fund accounts are ready. There was discussion on the Catastrophic Fund and why we need to keep increasing fees, this fund will need to be discussed at a later date. The General Fund was discussed and should be ready and more complete for the next meeting. **There** was some discussion on **compensation for the board members** that may be in a discount in their sewer fees. The discussion agreed upon the board members was NO compensation for board members. **There** was also discussion on why we will still need a **rate increase this year**.

**Correspondence:** Received a letter form the OR Audits Division, Jennifer called them to clarify the letter on the Plan of Action she sent in for the Audit. They liked our Plan of Action and also gave a couple of pointers on verbiage for next.

### STAFF REPORTS

**Plant Manager – Cory** – The manhole bolt down on the 101 and Shand is done. We lost the pump at the North Lift Station; we were able to use the back-up pump we purchased for this reason. It was ready to install right away. The pump we took out was then sent back to see if it could be refurbished, I will let you know when I hear back from them.

**Office Manager – Jennifer** – I will be out of town from February 9<sup>th</sup> to the 17<sup>th</sup> for vacation. Office will be closed for President’s Day. I did take an Audit Class Webinar yesterday with Accuity.

**Board Concerns** – Jerry S asked if we had any senior discounts. The answer is - No, but we do offer several ways to pay, we do not have a late fee, and with being such a small district we can not afford to offer that at this time. Board Members should always direct customers to call the office and Jennifer can check the customer’s account to give them the correct information on their account.

**Motion to adjourn Jerry S, seconded by George, the meeting adjourned at 10:35 am  
Next meeting: March 14<sup>th</sup>, 2024, Thursday**

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Ron Hemberry, Board Chairman

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Date