



Twin Rocks Sanitary District  
PO BOX 69  
Rockaway, OR 97136

## MINUTES

Board Meeting October 14, 2021

### Board Members

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1) Richard Seward                | V/C                               |
| 2) Joann Baker ( <i>absent</i> ) | 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.  
Cory Perkins,

**MEETING CALLED TO ORDER** \_\_\_9\_\_\_ A.M –

**Roll Call by - Ron Hemberry** – 4 board members present – Joann Baker was absent  
Cory Perkins additionally attending the meeting with Joe and Jennifer

**MINUTES:** Members read Minutes for September 9<sup>th</sup> meeting – Approve Minutes  
Motion to approve Jerry S 2<sup>nd</sup> Ron, motion carried

### **FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **4730 - 4745**

Motion to approve Richard 2<sup>nd</sup> Jerry S, motion carried

### **Committee Reports:**

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

### **Old Business:**

- **Electronic Billing** – see attachment for Financials on invoicing sheet
- **Audit was moved to August 26<sup>th</sup>** – Talked to Glen on Tuesday. The audit is in review and I should have a draft of the financial statements next week. I did receive an email today and I still need to go through what they sent to us and will present it at the next board meeting
- **Banking** – Jennifer – the bank has updated our list of check signers as per the September board meeting. Bryton from Umpqua is a “go-to guy” at the bank if we need anything. He has asked ... “We have the documents ready for signers to come in and sign. Ron will also have to sign the attached authority letter that I have attached under his name” only because we have just made changes to the account. Gave letter to Ron for signature and advised the Board to go to the bank.

### **New Business:**

- **Report from the Hiring Committee for Cory** – Handed out a packet with the committee minutes, job description, and offer letter for Cory. From the advertising we did not have any resumes come in. Ron asked Cory if he had any questions for them and introduced him to the board. Ron signed the offer letter to present to Cory.

- Motion to approve hiring/promoting - Jerry S\_\_\_\_ 2<sup>nd</sup>- Jerry B\_\_\_\_\_ All voted unanimously
- Cory is giving his notice to the Tillamook Creamery as of today and his start date for the new position will be November 1<sup>st</sup>, 2021. All agreed his sign on Bonus will be distributed after is first 30 days, but all agreed he should receive it in his December check.

Joe added this will be a great move for us.

- **Computer Service Warranty** – expires from Dell on Nov 24<sup>th</sup>. New IT type coverage is \$101.15 a year or \$202.30 for a 2-year contract. All agreed we should keep this for a one-year service at least (Dell)
- **Banking** – Jennifer “Remote Deposit Capture” digital check scanner. I have a contact now with the Public Deposits Team. With the account we have (government) our Pricing – for the type of process is Monthly Service Fee of \$30 – for 20 deposits a month, with a \$50,000 deposit limit and the machine is FREE. There is no contract. Can end at any time.

If you want to do it. I am all for it. Will save on travel and time to the bank. It reads the amount on the checks, which if I had made an error entering anything I can fix right away.

When I create a deposit now, I copy all the checks. With this I would have all the checks. Saving time for that too. Currently, Joe goes to the bank for me between 1 to 2 times a week. And I go to the bank about once a week too when we have several deposits a week.

Motion to approve - Jerry B. 2<sup>nd</sup> the motion – Jerry S

There was some further discussion and all agreed unanimously

- **Budget Errors** – found when adding the budget into QBs
  - 1 -The Debt Service Fund 11145 page was missing a formula on the spreadsheet - \$3. Error
  - 2 -Revenue Bond Reserve Fund - 3622 – line that is for Reserve Loan Payments

It was \$11,386.00 to much

With Terri’s help I figured it out – that the IFA loan that needs to be paid in December was paid late by Angela in January. So the Budget has 2 IFA loan payments is instead of one.

- 3 – the Catastrophic Reserve Fund 5066 the Ending Fund Balance line is missing a formula

The Budget has this line as zero and it should be \$2740

- 4 – on the SDC Reserve Fund 4128 – Bank Fee as Zero and Misc. Exp at \$1,000

That \$1,000 should be in Bank Fees

I just wanted to make the board aware we need to fix these for the next budget.

- **Budget Also – Terri said that Cyndi at Dennis’ office** was going to help her to fix the budget spreadsheet. I got her number from Steve Constans who did out audit last year from Dennis’ office and he help me get all the info needed for this year’s audit that we did not have that we should have.

Is it Ok if I reach out to her with some question and help to set the budget up for next year?

Discussion on Dennis – his company has dissolved right after and basically at the same time as they did our audit. We were lucky with that Steve had his work email forwarded to his personal email or I would have never gotten a hold of him to get things that we were missing from his audit for this year’s audit.

All agreed it would be fine to see if Cyndi come help Jennifer with the Budget spreadsheet.

- **Next Board Meeting falls on a Holiday** – Veterans Day November 11<sup>th</sup>. All agreed to move the meeting to **Wednesday, November 10<sup>th</sup> agreed unanimously**

**Correspondence:**

- Examples of email response loving email invoices and pay online. Example of an account I needed to fix – see attachment for Correspondence.
- Letting you know the SDAO Membership Dues went up this year from \$959 last year to \$1062 this year.

**STAFF REPORT**

**Plant Manager – Joe** – Outdoor lighting has been done. A couple of new services were installed, houses are not complete yet. DEQ notified us that we need to do ammonia testing in the winter now. We have been only doing in the summer. With the new permit will be due in less than a year now. Zwald is schedule to come out to clean lines and wet wells towards the end of the month. After that TSR is coming in with their cameras to document and look for leaks

**Office Manager – Jennifer** – Late Charges? I found a late charge letter to the customers from 2012 and wanted to ask what you think about it. Richard told me that when we file for a lien with the county, they will only accept the unpaid sewer fees and not any late fees, so we just don't do it.

The other question I have for you is for Thanks Giving, we have off Thursday and Friday. Friday is my regular day off, so I would like to take the Friday holiday on Monday.

**All agreed that was fine – just put a note on the door.**

My six-month anniversary is October 28<sup>th</sup> do you want to schedule a review. *Ron – when Joann comes back from her trip, we will schedule something.*

**Motion to adjourn the meeting at 9:50a**

**Next meeting: November 10, 2021 – Wednesday**

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Ron Hemberry  
Board Chairman

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Date