

Twin Rocks Sanitary District
Budget Committee Minutes
April 10, 2025

Call to Order: 8:59am

Board Budget Officer: Ron Hemberry

Roll Call:

Budget Committee Board Members **Position**

George Bean		1
Joann Baker	Video Conferencing	2
Jerry Berndt		3
Ron Hemberry - Budget Officer		4
Jerry Stanfill		5

Budget Committee Appointees

Position

Public Committee Members have a 3-year term

Carla Albright		1	Term Expires 2027
Troy Taylor		2	Term Expires 2027
George Baker	Video Conferencing	3	Term Expires 2027
Kath Bean		4	Term Expires 2026
Mike Kingsbury		5	Term Expires 2025 New Term 2028

Twin Rocks Sanitary Staff in Attendance

Jennifer McHugh – Administrative Manager
Cory Perkins – Plant Operation Manager

All were in attendance.

Reading and approval of the Budget Committee Minutes from April 11, 2024

Motion to approve minutes by Jerry S. and seconded by George Bean, Motion carried.

Vote a new Committee Chairman – There was some discussion on who would be the Committee Chair this year. All voted for Troy Taylor to resume as the committee chair.

Mike Kingsbury was asked if he would like to continue on the Budget Committee. He agreed and his term is extended.

Receive the Budget Documents and Resolution – Presented were the agenda, last year’s minutes, Budget Calendar, Net Position from our last year’s audit, Sewer Revenue Increase Report for 2025/2026, and the Draft Budget.

Explained how a new Rate increase of 3.5% was discussed in previous board meetings. Projects from 2023/2024 & 2024/2025 were discussed, as well as, how our historical rate increases have fluctuated in years prior.

There was discussion on how our existing equipment is being maintained and what projects will be coming up in the next few years; such as pipe replacement or lining of AC pipes, keeping up with purchasing spare pumps for lift stations. The current loans were discussed and when they will end. IFA loan will end in 5 years and our 2 USDA loans will end in 10 years.

We are seeing growth in our area in residences and businesses. Our EDU total last year was 984, with 990 today. We have a total of 699 active accounts. We do currently have 8 properties in varied state of construction. Presented the new Rate Schedule with the 3.5% rate increase.

Reading of Resolution 2024/2025-5 first reading of the resolution with the rate increase of 3.5%, with also the Twin Rocks Sanitary Definition Sheet attached. The Committee agreed the rate increase was acceptable at this time.

Ron read the Budget Message on the Budget 2025/2026. We discussed and went through each of the five funds of the budget with the LB-1 that will be posted in the Herald before the May meeting, which is also the Budget Hearing. There were some questions on the Budget by Board Members and Committee Members. All questions were answered to satisfaction. The Budget was presented in depth during the March Board Meeting to the Board. Jennifer and Cory are also available to answer questions after the meeting individually or call and come in during normal business hours.

(Committee Chairperson – Troy Taylor) – No changes to be added to the Budget at this time.

Motion by George Bean and seconded by Jerry S – all voted unanimously by the Budget Committee and Budget Committee Board Members to recommend that the Board adopt budget as it was presented today.

Invoices and discussions – we changed the notice at the bottom of the invoice starting with the April 2025 invoicing with the new Resolution advising of our new rate increase.

Any suggestions for changes to the Budget as proposed, will be heard at the Budget Hearing & Summary Meeting on May 8, 2025 at 9 A.M. Ron thanked everyone for coming.

Motion to adjourn meeting by Jerry S 2nd George Bean **Motion carried**
Adjourned 10:13am

Next Meeting: Budget Hearing & Board Meeting - May 8, 2025 at 9 am

Next Budget Committee meeting – April 9, 2026 at 9 am

April Regular Board Meeting will be following this meeting

Minutes of Twin Rocks Sanitary District

Board Meeting – April 10, 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 |

Staff

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

Meeting Called to Order at 10:20 a.m.

Roll Call by - Ron Hemberry, All present. Joann attended on video conferencing.

Public Comments: No public in attendance.

MINUTES: Members read the Minutes for March 13th meeting – Minutes Approval.

Motion to approve Jerry B 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 # 5389-5397, EFT, and ACH payments

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

Committee Reports:

Safety Comm. (Cory)—Fixed a broken handrail at the Jetty Lift Station.

Old Business:

- **Electronic billing – January/April Quarter – Jennifer:** Finished the January Quarter and started the April Quarter. At the end of the January quarter, March 31st, we had a total of \$13,375 outstanding. After April invoicing of 520 invoices for \$100,468, as of today, we have a total for A/R outstanding of \$75,745. We are starting this quarter off well as we are at 89% collected of invoiced already. We have 91 recurring payments set up now. Toward the end of April, I will start my list of customers that may end up on our lien list for our LB-50. I will let you know next month where that stands.
- **Budget vs. Actuals – Q3** – Payroll, plant, and office are all under 75% for the end of the third quarter.
- **Budget 2025/2026** – There were no other questions on the new budget, it should be signed at the next meeting. Jennifer mentioned to help save for money for a new vehicle by moving money monthly to our General Investment LGIP account, the board will discuss this at our next meeting. She also mentioned the \$50 Lien Fee for customers that are being liened was enacted in 1995. Maybe it is time to raise that fee also. The board will discuss this at our next meeting.

New Business: None

Correspondence: received – Received our SDAO member certificate, SDAO has a new HR class coming up in May in Newport, News & Risk Management Review magazine for spring is out, Best Practices is out and we will go over this in May.

Staff Reports:

Plant Manager – Cory – Adjusted the level sensors in the lift stations, they now are set up to view online with Mission Communication. All of the TV records are now added into our GIS system. The Blower Building has been repainted on the inside. We did an inventory on our sewer parts and restocked them. He will be on vacation April 16-19 and Martin will be covering while he is out.

Office Manager – Jennifer – I need one more day off in April. April 21st, Monday.

Board Concerns – George asked - How many meetings can a board member miss a year? 3 consecutive meetings will cause concern.

Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 10:45 am

Next meeting: May 8, 2025, Thursday @ 9am

Budget Hearing & Board Meeting

Ron Hemberry, Board Chairman

Date