

Minutes of Twin Rocks Sanitary District

Board Meeting – January 9, 2025

Board Members

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| 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 9:01 a.m.

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

MINUTES: Members read the Minutes for December 12th meeting – Minutes Approval.

Motion to approve Jerry S 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 # 5360 - 5367, EFT, and ACH payments

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

Committee Reports:

Safety Comm. (Cory)— All is good. Called Walker Cutting to trim tress by the Generator Building.

Old Business:

- **Electronic Billing – End of December** We had a total left to collect of \$8,587 on December 31st. Between the December meeting and the 31st we collected another \$2,654 which brought our 100% collected to 102%. So, we ended the calendar year great for Quarter 1 & 2. **Starting the January Quarter**, we sent out 555 invoices – 174 were paper and 381 were emailed for a total of \$176,705 invoiced. Today we are at \$145,489 outstanding and a total collected for the FY of \$376,536 which give us 74% collected from our total invoiced for the FY. We have a total of 87 recurring “Auto” payments set up now. New EDU total Handout - 750 accounts, 703 are active accounts – for a total of 994.65 EDUs we are invoicing.
- **Actuals vs. Budget – June-December** - Payroll looks good we are under 50% for all three of us. Office budget looks good and is right on track. The Plant looks great. In the total report for all the Funds nothing jumped out at me that I needed to watch or fix – we are looking good so far.
- **Ordinance Amendment 2023/2024-1A** – It was filed with Tillamook County Clerk’s Office on December 16th. It is now official.

New Business:

- **Elections** - Elections are coming up in May this year. We do have Jerry S and Ron up for re-election on the May 20, 2025 election. Election forms need to be filed starting February 8th – March 20th to be in the May 20th election.
- **Winter SDAO News & Risk Magazine** – Hand out. We did go over the highlights with the SDAO news.

Correspondence: received –Thank You card from Martin for his Bonus, SDAO sent the Amendments to vote on at the Conference for their By-Laws, SDAO email - We are excited to announce that the National Special District Coalition (NSDC) is now the **National Special District Association (NSDA)**. This change is driven by the NSDC

Executive Committee, which includes representatives from South Carolina, Florida, Wyoming, Utah, Colorado, Oregon, and California — reflecting the growing demand for unity and support among special districts. Over 8,000 members have rallied in support of special districts across the nation.

Staff Reports:

Plant Manager – Cory – Effluent pump is still delayed. GIS mapping was delayed, but will start by January 30st and they will be here a couple of days. We have been working a lot on finding all the manholes and marking them. We did have a plug up at 220 E Washington, we were not able to unplug it as the clean-out was under the house. Advised her to call a plumber. Her plumber was able to free it up somewhat. We will have Ryan install a cleanout at the property line. If there are any further incidences, we will know who's side it is on.

We are starting our Quarterly Testing that DEQ requires for the year, those tests are sent out. We have been working on our I&I and Biosolids & our Sludge Survey for Annual reports that are due in February.

With the Rain we had, it was just a jump in flow. We had just up 2" of rain in one day.

Office Manager – Jennifer –Next holiday coming up is MLK Day on the 20th. I have a meeting with Dena next week to do year end reports. I am still working on our Employee Handbook. Next month we will start the budget process.

Board Concerns – No concerns at this time.

Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 9:45 am

Next meeting: February 13, 2025, Thursday @ 9am

Ron Hemberry, Board Chairman

Date