



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES

Board Meeting August 12, 2021

Board Members

- | | |
|-------------------|-----------------------------------|
| 1) Richard Seward | V/C |
| 2) Joann Baker | 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.

MEETING CALLED TO ORDER ___9___ A.M –

Roll Call by Ron Hemberry - All present

MINUTES: Members read Minutes for July 8th meeting – Approve Minutes

Motion to approve Joann Baker 2nd Jerry Berndt, motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4679 - 4708**

Motion to approve Richard 2nd Joann, motion carried

Committee Reports:

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

Old Business:

- **Personnel handbook** update from Joann
SDIO HR reviewed the changes we made and had 2 verbiage changes. Joann made the changes and emailed them to the board members to review. Joann motioned to approve. Jerry B 2nd. Email added to minutes.
- **Digital Check Processing machine** from the bank – Jennifer - Finally got a hold of someone is in Sales for Umpqua Bank. They do not have the software in place to support a scanner in your own office yet. But they are working on this and took my info and will let me know when and if they have this to offer their customers.
- **Added by Jerry B about Banking** – We also need a list of all the signers to the checking account. Jennifer added – I also would like a list but the bank will not give it to me. I was told they would give a list of signers to Joe Nemeyer (plant manager). Jerry – Jennifer should have the same access as Joe and the board agreed – unanimously.
- **Filing the Budget** – Jennifer - I filed the LB-50 with the county by July 15. Last year for 2019 – 2020 we sent the county to Lien 7 accounts for \$4,783. This year for 2020 – 2021 we sent the county to Lien 21 accounts for \$13,028. These accounts were all in arrears of over 90 days – 2020. In getting the liens done and seeing what Sheila was doing the year before has giving me

a better idea of what I need to do this year to prepare better vs. how they have been done. The Liens should not look like this next year.

- **Electronic Billing.** Update from Jennifer. I think it went well, see attached form and I will update this again after the next quarter is sent out in October.
- **Raises took effect July 1, 2021 @ 4% increase for Joe, Jeff, and Cory.** As per the vote from the last Board Meeting

New Business:

- **Certificate of Election** came for Jerry S. and Ron
- **Audit will be on August 20th** - update Jennifer
Spent 2 half days with Dena last week to have the reports prepared for the audit. Also, Dena and I have been fixing things that were not done correctly that last couple of months while she was training me with questions, I had been asking her.

One thing that had come up was **W-9's for vendors** that was not LLC's

I know this part is lengthy – but I wanted to make sure the record showed what was talked about in the meeting.

One that we do not have is for **Tillamook Computers**. So, I called them and the person on the phone said I could send it to them but Gil (the owner) was not in good standing with us. I emailed it to them and got an email back that said “as soon as you pay me the \$619. You owe me I will fill this out.”

So, I did some research and asked Teri about it.

I found emails between Gil and Teri about a hard drive that should not have been replaced on the new computer we just purchased and now the warranty was voided because of this. In the letter she sent him all she asked him to do was to have the computer talk with the old printer that we had at that time in December. When he came to fix that, he told Angela he needed to take the computer to his shop and Angela let him. When he took the computer, he reversed things that Teri had set up and reinstalled them and added a new hard drive just like the one we had.

Other than that, there are no notes in the minutes from the Board advising what to do. So I do not know what was said between you and Teri on this matter. Just that her letter to him said that she had discussed it with you. Teri and him got into a disagreement, Ron was thinking this was just between Teri and him and not with Twin Rocks. I explained that we were his customer. The last invoice we received from him was \$1245.00 and we paid him \$626.00 and I am not sure how this amount was figured out. Ron, Joann and Jerry do not remember the discussion about this amount. Ron just remembers it was a mess from start to finish. But we should pay it whether we like it or not. Richard said it should read as Final Payment and be done with it. **Everyone agreed and voted unanimously to pay the \$619.00 to Tillamook Computers.**

Correspondence: SDIS – Workers' Comp requested the FY final payroll numbers

Sent them in and also to Cheryl at Hudson

Twin Rocks Sanitary District is a Drug Free Work Place and an Equal Opportunity Employer and Provider. Discrimination is prohibited by federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington DC, 20250

Next year SDIS said it will all be online and will only receive a notice online

Will take off the Budget Calendar for the meeting agenda and meeting

Budget Calendar Dates for 2021:

Budget Committee: [Richard Seward, Joann Baker, Jerry Berndt, Gary Albright, Ron Hemberry, Budget Officer, Angela Nebeker, Budget Developer]

Appointees: Carla Albright (2021) Rick Hurliman (2020), Troy Taylor (2021), George Baker (2021), Jerry Stanfill (2020)

Budget Prep by Staff- January 25th and January 28th- Question: a 2% increase in rates from Resolution 19/20-2 needs to be addressed for inclusion into Budget or not. – Board decided not to increase the rates [appropriate Resolution to be filed] --**Done on 2/11/21 ****signed in resolution book 6**

Budget Proposal for Budget ready for February 11th Board meeting—**Done on 2/11/21**

March 11, 2021 Appoint Budget Officer & Committee

Publish 1st meeting Notice- 2 weeks before Budget Meeting in Headlight Herald—**Ordered on 2/16/21 for 3/23/2021.**

April 1st Meeting Notice- 1 week before Budget meeting in Headlight Herald—**Ordered on 2/16/21 for 3/30/2021.**

April 8, 2021-Budget Committee Meeting on April 8th at 9:00 am, followed by Board Meeting where Board approves proposed Budget given by the Budget Committee

April 29, 2021—Publish Notice and Summary of Budget hearing at 9:00 am; Complete LB-1.

May 13, 2021—Adopt Budget and make appropriations, Resolution adopting the Budget, making appropriations and levying taxes. Prepare LB-50, Certification Forms, etc.

*All changes were made and needs to be filed with the county. **Voted and motion passed. 5/13/2021***

June 30, 2021—Submit Documents to County Clerk – **Filed with county 7/15/2021, LB-50 and Resolution 2020/2021-1 Sewer Rate Policy**

STAFF REPORT

Plant Manager – Joe – Things are good right now. There was an issue with the Park generator and was waiting for the electrician to replace the sump pump and now that is done everything seems to be working.

August 23 and 24 Joe will be going to Seaside for training.

Office Manager – Jennifer- asked to take her floating birthday holiday on October 3rd. New quarter will start I can have the printed ones ready and send them out when I return. But the email ones will go out when I return. Everyone agreed it would be fine and to take the day off.

Motion to adjourn the meeting at 9:27a

Next meeting: September 9, 2021