



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES

Board Meeting October 13, 2022

Board Members		Staff
1) Richard Seward	V/C	Joe Nemeyer, Plant Operator
2) Joann Baker	Secretary	Cory Perkins, Plant Operator
3) Jerry Berndt	Treasurer	Jennifer McHugh, Office Manager
4) Ron Hemberry	Chairman / Budget Officer	
5) Jerry Stanfill	Board Member	

MEETING CALLED TO ORDER 8:58 A.M

Roll Call by - Ron Hemberry; All present

MINUTES: Members read Minutes for **September 8th** meeting – Approve Minutes

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

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4955 - 4974**

Motion to approve Richard 2nd Jerry S, motion carried

Committee Reports:

Safety Comm. (Richard)-- *all is good*

Old Business:

- **Electronic Billing – July Quarter – Starting October Quarter - At the** start of the October Quarter, we had \$4,668.40 in outstanding invoices from April and July about 23 invoices. We sent out 528 invoices for the October quarter for \$99,489.60 – 141 paper invoices and 387 emailed. From the last board meeting to this one we have collected \$47,896.33, To date for the FY we have collected \$243,686.52. So, we are currently at 81% collected to date for the FY. Last year in October we were also at 81%.
- **Customer Issues – Mr. Hubbard and the easement issue.** Done – Filed with the county and mailed to Mr. Hubbard. Also, Busy month – 2 new builds are now invoicing, 6 properties have sold with new owners set up. There was also a customer call about a branch from a tree at the North Lift Station oven their house – Joe and Cory are taking care for that.
- **Audit** – the Auditors were here on 8/18. Dena and I entered the Journal Adjustments. She didn’t see anything that needed any additional questioning. They sent it different this year, there is a copy for each of you of the “Report to the Board of Directors” and only 3 Annual Financial Reports. The Report to the Board does have in it that “it is only intended for information and use of the Board of Directors”. This report gives you the info that you need, that everything went well expect for the only 1 office person and I need to take a budget class and learn more on budgets. So, I will watch for that this year with SDAO.

The financial Report I will need to send out to USDA as one of their requirements. But it is here in the office for you to see and if you want me to go over it with anyone individually I can. I do have it on PDF if anyone wants a copy, I can print it out for you.

Joann did bring up – with only one office person, if we lose Jennifer what will we do? We need to present reports for **Budgets vs. Actuals on a regular basis. It was suggested to present it every quarter.** Per Joann, and the board agreed to acknowledge, the staff on how well they are doing and how well they know their jobs.

- **SDIS Resolution to Vote** - This resolution is for someone from our board or office to watch the SDAO emails on Legislation to they see coming through and for us to be proactive in sending out letter to our legislator even if we don't need any money. As a group of Special District someone in the group may need the money now for say the Covid Relief money that everyone missed out on because a few voices were not loud enough but out many voices should be. **Jerry S is bringing** up a good point on having projects ready to be able to say "Yes, we need the money now" but the kinda also falls under Grants and not really what this resolution is. Cory brought up if we have too many projects set up and ready, with engineers input and quotes set up from vendors. By the time the money is available the quotes and engineer data may be out of date and we will need to spend the money for engineers all over again. So, if we only have a couple ready it would be good.

Grant money and this resolution are different. If you have projects ready for when a grant comes up that is good. But this Resolution is for us to watch for the emails from SDAO when they advise us to act for emergency money as in the Covid money and different things like that, we can act right away without getting a vote from our board first. SDAO has sent out lots of info on how and what to do to take action on this. They have set up a National Special Districts Coalition and have named a Federal Advocacy Director - *The National Special Districts Coalition (NSDC) has announced its selection to oversee Coalition advancement, grassroots engagement, and federal advocacy actions in a full-time capacity.*

This resolution is for - one or two people in our district to take action before it is presented to the board to vote and then take action.

With lots discussion the board decided for Ron Hemberry to read the emails and watch for something to come from SDAO about when a legislative action is needed, and then to advise the board with a special board meeting if needed before making a decision and sending letters out to legislators. Jennifer will present a revised resolution next month.

- **USDA Rural Development – You have a packet on this one and some things we need to discuss. For the actions that need to be taken to be compliant for our loan.**

The letter is the first thing, dated 9/21/2022. She listed 4 things that we need to review and take the appropriate action as necessary.

1 – Compliance with the Equal Opportunity Public Notification Policy

This is the Federal regulation that says we do not discriminate. She gave us a new poster to put up – I hung one in the office and one in the lab office. All the other guide line posters are either right here in the lobby as you come in the door or in my office on the bulletin board and they have been updated this summer.

The other thing on this section is the notification needs to be on any document available to the public.

It has always been on our stationary, but I added it to my email signature and our website footer as you can see here... Per her suggestion I also added it to our invoice. This is now complete.

2 – Limited English Proficiency (LEP) requirements – We need to make sure that anyone that doesn't speak English as a primary language, limited English skills, or even hearing or sight issues that we will make accommodations for them so they understand what we do and how we bill them. So, there are a couple of things we needed to do for this one. First - set up a plan – which was presented, it is per USDA requirements and it is from a sample plan from small district like ours. In the plan it lists these four factors as in this “Quick Guide” she sent me, it has census info on languages spoken in our area. Next, we need to display “Language Identification Flashcard”. Which I will hang in my office. I haven't had a language issue yet, but you never know. There are a couple other things we need to do too. All employees need to keep track of any experiences with LEP that they have had at work and document it. We just need to know whether an issue has come up or not, so when we have a review next (in 6 years) we can tell her that we are keeping track of this. The last thing is to find someone in the community to translate Spanish for us – as a volunteer. A “just in case person” to call on. This is in our plan. If anyone knows anyone that speaks Spanish that may be able to do this, let me know. This is all in the PLAN - If you want to vote on it to add it to policy that would be good.

3 –This one has to do with the ADA requirements.

We needed a plan that fulfills our requirements for compliance. She sent us lots of reference guides help figure this one out - Section 504/ADA Technical Assistance Handbook (I didn't print out, 69 pgs. I have the PDF), ADA Guide for Small Towns (28pgs), 2 different self-evaluations, and a 28pg ADA checklist for Existing Facilities that has an evaluation in it too.

I did print out the 28pg ADA checklist for Existing Facilities and the 2 self-evaluations and gave them to Joe and Cory to check anything that needed to be checked out. The plan I made includes completing the surveys and the ADA Checklist each year, then if needed to complete an ADA Transition Plan that Identifies any physical barriers, then complete an Action Plan to eliminate the barriers. For our requirement we need to do this at least once a year and if there are any issues for something that can't be fixed right away, we would need to bring it to the budget hearing for funding it as a project for the following FY. She didn't see any obvious issues when she was here. But the board needs to, at least, be aware and discuss any issues at the budget hearing every year. So, we will bring it up and add to the budget agenda – did we have any issues or no issues in the budget hearing every year. And if anyone comes in to us makes a Grievance about any of our buildings for ADA issue, I have a procedure for that too in the plan – since I am the only office person, I am now the ADA coordinator too if we ever have a grievance on an ADA issue. I also need to post the American with Disabilities Act – I have it here and will hung it in the lobby area. The plan I have set here will fulfill the requirements.

4 – The last thing is the “Survey on Demographics” – We are now required to keep track of this. I made a Survey from the example she sent me. On the explanation at the top reads – “The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against property owners seeking to participate in the use of Twin Rocks Sanitary District sewer service. You are not required to furnish this information but, are encouraged to do so. This information will not be used in evaluating whether or not you can use this sewer service or discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and gender of participates of our sewer service area on the basis of visual observation or surname.”

I have started sending out the survey already. I sent out to the 141 customers with paper invoices a survey. I have received back 3. I have started a spreadsheet to compile the data and when I have more info back from our customers, I will be ready when I am asked for it at our next review.

Jennifer has let her (USDA Rural Development, Jennifer Bacigalupo) know what we have done on all 4 pieces and the actions we are taking moving forward with these new plans of action to be compliant for them. Once the board agrees that these policies are ok I will send them to her and we will be good.

Motion from Jerry S to Adopt all 4 new Policy and Plans from USDA for fulfill our loan requirements.

Richard seconded – all voted unanimously

New Business:

No new Business this month

Correspondence: SDAO Annual Conference is Feb 9, 10-12, Sunriver Resort

Paid Leave Oregon – New Laws in Payroll

Dell support contract I did last year is expiring I only called them once, they were helpful but not really as a tech consultant I was looking for this was a warranty.

STAFF REPORT

Plant Manager – Joe and Cory – We got our discharge permit from DEQ - they are changing our testing from once a week to twice a week. So that will double our testing, about an extra 4,000 a year. They also want composite samplers, now we do a grab sampler, and that will cost us about 17 – 18K a year. This is kinda overboard for us and we have not budgeted for any of these extra tests. When they were down here recently, they told us we can apply to request a reduction in testing and we will do that. So, if we get that request it should last for the 5 years with this new permit, until the next permit is required. With our one employee we would only have time for lab work.

Wet wells are ready for winter.

Jerry B – the Pine Beach lift station that will be fenced is going to be chain linked fence. Joe – chain linked and slatted. Just waiting on a fencing company to come out and that will be done.

Jerry B – the beave damn lot. Joe – the county is taking care of it when it is called in and complained about. It will eventually be under the state because it is wet lands.

Office Manager – Jennifer – I did get a new phone for the office and the Lab office.

Board Concerns – Jerry S – who is up for re-election? Jerry B, Richard S, and Joann B

Motion to adjourn Jerry S, seconded Richard the meeting adjourned at 10:25am

Next meeting: November 10th, 2022, Thursday

Ron Hemberry
Board Chairman

Date