



**Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136**

MINUTES

Board Meeting February 9, 2022

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

MEETING CALLED TO ORDER 9:00 A.M

Roll Call by - Ron Hemberry

Joann Baker was absent, everyone else was here

MINUTES: Members read Minutes for January 13th 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 # **4805-4822**

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

Committee Reports:

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

Old Business:

- **Electronic Billing** – The handout I gave you today shows the last 3 months of deposits with also deposits and invoicing totals for this FY. To date we have invoiced a continuing FY total of \$478,071.31 and we have received in a total today FY to date \$448,725.35.

So that is **94% of amount invoiced and collected** we were at 97% before the January quarter invoiced.

- **Budget Schedule** was handed out, Budget Office was motioned by Richard S to be **Ron Hemberry our chairman, Jerry S seconded, voted unanimously.**

We need 5 people to be on the committee – Jerry B was to contact Gary Albright, Joann was to contact her husband George and someone from Shorewood, and Ron was getting with someone from the TW Friends Camp. Jerry B did talk to Troy from Camp Magruder; he said he will be available.

Notice needs to be published the end of this month and then again in April. Committee will meet with us in April. There was also some discussion for on help with the Budget Spreadsheet for Jennifer.

Resolution was signed to disregard the increase for sewer rates.

- **SDAO Annual Conference** – the pre-conference is **2/10**. Jennifer is scheduled a virtual class

from 8a to 12p on Budget and Finance 101. Conference is now all virtual. Jerry Stanfill is registered too and will be here in the office with her for the class.

New Business:

- **Treasurer for the Board** – Currently it is Ron, but he is also the Chairman now and we need to Vote who should be the Treasurer. **Ron motioned and Jerry S. seconded for Jerry B to be the Treasurer. Jerry B agreed to it and all voted unanimously.**
- **SDIS Best Practices Program**, Ron – These are things we need to do to receive a discount for our insurance and SDIS membership. Jennifer will check the survey on the website to see what else we need to do or class to take to be able to receive our discounts.
- **Jerry B brought up Board Members chain of command.** Ron answered with – in the SDIS Best Practices there is one thing that is about board duties and responsibilities that we need to work on because there is a lot of confusion there and Jennifer is getting caught in the cross-fire. Ron also said the Board makes the decisions together at each meeting and not an individual member. We need to have this all written down for future use and in a policy.
- **Public Notice Wording** – Barbara (Watseco Water) brought this to Jennifer’s attention that there is a new law that Public Board meeting need to have Electronic Portals. Jennifer asked SDAO and they advised how to change the wording. This is the Public Notice for all Board meeting we post at the post office and on the door a couple of days before meeting. The wording was changed to reflect electronic portals.

Correspondence: none

STAFF REPORT

Plant Manager – *Joe* – Generates; we have the estimates to get them fixed for their yearly maintenance, parts have been ordered. Furnace in the Lab building is now fixed finally. Started smoke testing this week. Started at the top of Washington and it is pretty much done. Have not found anything dramatic yet.

There is a **house that we need to discuss** that is just this side of Barview that is replacing its second floor deck. They tore it down and the new one is bigger. I was looking at the ditch the other day and our sewer main is running between those two houses. Cory and I did the research and found we do have an easement there of 10 ft, but he has encroached on it for maybe a 1ft. The county has permitted it and missed the easement. We were able to put a stop work on it until we talk to the board. We do have a manhole back there we need to have access to. The pipe is an 8in concrete pipe that is maybe 70 years old and we just need to be able to have access. Joe is advising he is ok with what they have done, but cannot build any further. This pipe is a main line that takes everything from the south of there.

All agreed with Joe – Ron motioned and Jerry S seconded, voted unanimously

The house is at 15020 Hwy 101 N – Russell Hubbard
Jennifer will get with the county and Joe to write a letter.

Office Manager – *Jennifer* – nothing else to report.

Board Concerns – Ron brought up the bomb house in Barview. Joe said it looks like they have been working on it but does not think there is any water hooked up.

Jerry S – have we addressed email that Jennifer had sent out about each of our duties?

Ron – most of that should be in the Best Practices and we will find out more and set up better parameters for titles and duties of Board Members. But everything should be discussed in the board meetings, if anyone of us is having any issues with the way things are presented to us. We should not take it individually to Jennifer.

Jerry B – we all need to be together on everything and bring any issues into the meeting.

Richard – we can ask the employees on what's going on, but can't tell them what to do.

Jerry B and Ron both said no, along with Jennifer. If there is any issue on anything it should be brought to a board meeting and not directly to Jennifer.

Motion to adjourn the meeting at 9:36am

Next meeting: March 10th, 2022, Thursday

Ron Hemberry
Board Chairman

Date