



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES

Board Meeting November 10, 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 Mgr. |
| Cory Perkins, Plant Operator |
| Jennifer McHugh, Office Manager |

MEETING CALLED TO ORDER ___8:58___ A.M

Roll Call by - Ron Hemberry – All Present

MINUTES: Members read Minutes for September 9th meeting – Approve Minutes

Motion to approve Ron & Jerry S 2nd Joann, motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4746 - 4769**

Motion to approve Richard 2nd Jerry S, motion carried

Committee Reports:

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

Old Business:

- **Electronic Billing** – see attachment for Financials notes on invoicing sheet. At the beginning of the October quarter, we sent out 44 Annuals and 497 Quarterly invoices
By today we have now sent out 46 Annuals and 495 Quarterly invoices
The new total for October invoicing is \$101,367.23
Today we have collected 69% invoiced
- **Audit for FY ending 6/30/21 on August 26th** – I have an Audit Survey that needs to be filled out by Any Board Member. Jerry B was emailed this and was not sure what it was. He filled it out now.

I have 3 letters that just need Ron's signature on them

One is a Twin Rocks Management Letter to Accuity

One is the Journal Entry Approval

One is a Legal letter – that we did the audit for our year end, not because of something legal

I also have the Draft of the Journal Entries – Dena has already gone over these with me and we have entered them into Quick Books

And

The Financial Report from the Audit

These both say Draft on them and that is only because the 3 letters need to be signed and send back to them to finalize the reporting.

Ron signed the 3 letters for Accuity to finalize the audit. I sent them and the audit survey from Jerry to Accuity on a secured email to Accuity after the meeting - Jennifer

- **Banking** – Jennifer – I have the signature cards for all 3 accounts with Umpqua Bank
If I could get everyone to sign their name – next to their name on the first page of each account. Then on the next page – just verify your info is correct. – *All signed and verified*
Joann and I need to do an extra security question sheet and that is because we are adding the digital scanner to on-line banking. – Done
All these were sent to Sara, Public Deposit Team Lead – Umpqua Bank our account contact, through a secured email after the meeting
- **Add to Banking – IFA Loan** - last year we paid this as a wire transfer in January, because it was late. I just received the notice telling us our payment is due. They advise to pay it via ACH through your bank or a Wire transfer. Ron & Joann said when Sheila was here, we usually paid with a check. Jennifer-if you would like me to write out a check for it that is fine, but it would be more secure to send it via ACH or wire transfer. To do it through the bank on-line I just need to have it added. Currently I can transfer between Umpqua accounts and thru the LGIP account I can transfer to and from Umpqua, but I can't transfer from Umpqua to somewhere else – like the IFA loan. *All Agreed – just as long as it gets paid on time.*
- **Digital Check Processing machine** from the bank
The only other thing I need for the digital check scanner is to have the minutes from last month signed by Ron because that is when you voted and approved to start using the check scanner instead of going to the bank with deposits. – Ron signed
This was also sent to Sara, Public Deposit Team Lead – Umpqua Bank our account contact, through a secured email after the meeting.

New Business:

- **Terry from Valic** – Plan Administrator change from Joe to Jennifer. *Jerry B motioned, Joann and Jerry S 2nd – All Agreed*
- **IconiPro – Security** – This is the company that monitors our security system – fire alarm. The contact list currently is for them to call 1st – Joe, then Sheila, then Richard, then Gary. The gal I talked to said it was updated 5 years ago and we have had this system since 1994. They advised me that they are receiving a text from our network every day.
All agreed to have – Joe, Cory, Jerry B, and Richard as contact people. I will update this and send it to them.

Correspondence:

- We had 2 different attorneys send us litigation info for the appeal of Land Use Board for the Goal 18 Exception Requestion: Pine Beach & Shand Tracts. (Notice date: 10/19/2021)

STAFF REPORT

Plant Manager – Joe – Zwald was here and the whole system has been cleaned from the north to south. TRS was here last week, he was only here 3 days before he got washed out, to much rain so he will be back. I have got 3 major leaks that I need to get fixed as soon as I can find an excavator to do it. Jerry B asked if it was fresh – no we are fine going out, they are leaking services that are a couple of feet from the street. Separated pipes and old stuff and we could probably fix all 3 in a day. No liability there it just makes our system work harder. Cory and I have been going through everything, he is getting familiar with all the crap I have had stored away.

Cory is now full time with us since November 1.

Office Manager – Jennifer – I have a meeting set up with Aflac agent in our area to come in a talk to us next Thursday, 11/18 @ 11a for me, Joe, and Cory

Board Concerns – Jerry B & Joann – we had discussed the 6-month review for Jennifer. Should it be in an executive meeting? All Agreed so all five can be here and stay after this meeting.

Also, Joann asked – What can we improve on to help our customers? From the 3 of you (Joe, Cory, & Jennifer) what can the board improve on? Is there anything that you need to help improve your job? Are we taking care of our employees to the very best to help them do their job?

Joe – we are in front of the public’s face all the time, if someone calls – always call them back and help them as much as I can. Jerry S – I think most people don’t think that the office is even here. Joe – the sign did blow down, but it is up now.

Joann – Christmas bonus, when is it discussed? – all advised December meeting

Jerry B – to Joe – the trees that are growing up to the Pineview Lift station. Joe has been in contact with the home owner and they are ok with whatever we are going to do – that is another thing on the list for the excavator and we can drop those trees.

Motion to adjourn the meeting at 9:43a

Next meeting: December 9, 2021 – Wednesday

Ron Hemberry
Board Chairman

Date