



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES

Board Meeting July 14th, 2022

Board Members

- | | |
|-------------------|---------------------------|
| 1) Richard Seward | V/C |
| 2) Joann Baker | Secretary |
| 3) Jerry Berndt | Treasurer |
| 4) Ron Hemberry | Chairman / Budget Officer |
| 5) Jerry Stanfill | Board Member |

Staff

- | |
|---------------------------------|
| Joe Nemeyer, Plant Mgr. |
| Cory Perkins, Plant Operator |
| Jennifer McHugh, Office Manager |

MEETING CALLED TO ORDER 9:00 A.M

Roll Call by - Ron Hemberry All present

MINUTES: Members read Minutes for **June 9th** 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 # **4900 - 4912**

Motion to approve Richard 2nd Jerry B, motion carried

Committee Reports:

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

Old Business:

- **Budget - LB-50** the LB-50 is done and I filed it yesterday with the county. Done
- **Lien Filing Fees** - We will lien only 9 customers now for a total of \$5,586.00 from our original 18 customers at \$10,259.00. We are filing a total of \$6,036 is including the \$50 Lien Fee. Through QBs it does show the Lien Filing Fee for \$50 was invoice every year from 2010 – 2019. Not in 2020 when we had interim office and 2021 when I first started. Board was concerned that lien customer just could not pay and may not be able to pay the Lien Filing Fee. I explained when I have a customer that has a very tight monthly budget, I do work with them on how they are paying their bill and have taken customers off the lien list when they are working with me.
- **Late Fee** – Richard brought up Late Fee – He thought we voted on a late fee at last month’s meeting and he disagrees with a late fee. We do not have a Late Fee on the books and have never had this fee. Last month we voted on a Lien Filing Fee – and that was approved.
- **Electronic Billing** – Starting with the End of our FY June 30th, 2022. From the last board meeting to June 30th, we collected \$16,347.00. Which – When you add that to the total collected vs. invoiced it gives us \$579,772.00 invoiced and \$583,429.00 collected for the FY at 100% collected vs. invoiced. It appears like we collected more than invoiced because last year’s liens were received in November 2021 which show up in this years collected monies. ** For the July Quarter we sent out 533 invoices at

\$195,572 and have collected in the last 10 days \$34,420. Which is 18% invoiced. Last July (2021) It was my first invoicing and were at 9%. So it seems we are doing good so far.

And we just received the payment from the County for Barview Jetty Annual invoice for July \$60,580.17 not included in this numbers, but will be next month.

New Business:

- **Raises for the new Fiscal Year** – first Ron brought up the fact the Dena (our accountant) sent out a letter/email to the board on how well she felt Jennifer was doing. *Note – Social Security went up for 2022 5.9% and will go up 10.5% in 2023 (announced 6/28/22) inflation today was announced at 9.1%. Last year our raise was up 4%. This raise will be for Joe, Cory, and Jennifer. **Jerry B** thought we should increase wages to 10.5%, **Jerry B motioned 10.5% increase same as social security, Joann seconded.** No more discussion, but just double check the budget on personnel compensation. **Voted – unanimously** – effective July 1, 2022.
- **Customer Issues – the board needs to be aware of**
- **Hubbard** – Easement issue – I have the License Agreement for Encroachment ready from Lois and her bill. His property is listed as a trust so I need to contact him and get his Certification of Trust, have him sign and notarize and Ron to sign and notarize, then have Lois file it with the county. We need to decide what or how much of Lois's bill do we want him to pay which is \$986.00
Board discussed amount to invoice customer – Richard, file and done; Joann and Jerry B, pass the bill on to the customer as the \$986.00; **Joann motioned, Jerry B seconded. All voted unanimously. Motion passed to pass the customer what Lois charged us.**
- **Just want you to know about this customer – Burley, Evelyn** – she pays monthly, which is fine. But has missed a month here and there. She called on 6/1 and said she would start pay the \$147 and paid for April. When I sent out the July quarter, she called very angry and said she has been talking to her bank and will get an attorney involved if she has to – she didn't understand how she owed in June a full \$147 when she had been paying every month \$49.
She wanted something in writing that said what she paid. I printed out a statement going back to 2016 (she was at zero on 6/30/2016) and also sent this list of how her money was applied to each invoice.
On 7/11/2022 2:31:25 PM: Evelyn called said we were stealing her money, received the statement print out and did not agree with it. Gave me her credit card for July payment and said she will bring in an attorney and go from there ?? I have everything in order so we are good.
- **Thorne, Brian** – came in very upset on 6/16 after receiving my third lien letter. He said he has not had the sewer or water hooked up to his property on Washington St for a while now. He also told me that Richard has told him to ignore the invoices, statement and letters I have been sending him and not to worry about them. So, he has just been throwing them away.
He did not think he needed to call the office to let anyone know this, because he had talked to a board member who seemed to be speaking for the entire board. Richard has not talked to me about any customer who has complained to him about invoices. I settled him down and told him I would talk to the Board – the whole board- and let them know. I called Rockaway to check on his water bill and had Joe and Cory check the property. I did credit his invoices for this last FY.

He said he should have the house fixed up by the end of the summer and I should call him then.

*Richard said he reported this to the board months and months ago, he checked the water faucets and there was no water, and brought it to the board at that time and it was years ago.

In the future if someone comes to a Board member, please advise then to make sure the office knows what is going on.

- **SDC Study Focus Group** - Jennifer attended the Zoom meeting on 6/30 from 3p -430p from SDAO This was SDC Focus Group meeting that broke out into smaller groups. I was in a group that had a representative from - Oregon City, Klamath Falls, Ashland, Gladstone, Albany, Cannon Beach, The Dalles, Philomath, and Me Becky Hewitt from Housing Development NW ran our group and asked questions on SDC as How you set up SDC rates, What indexing do you use, How are the fee used as in improvements... ? Most of the cities had not adjusted their rates for the last 5 – 15 years. Ours has not been adjusted for 15 yrs. Some do an ENR Indexing or AMI Indexing and some are base their water and sewer SDC from the SF of the property. **Questions that I was left with** after listening to the discussion that I wanted to ask our board are ... Do we have a master plan? *No – Engineering firm that designed our plant and is what is basically our master plan* What about Storm Water SDC? *No, this is a county SDC* When a home is torn down – we hold the SDC for 10yrs. But if they put up a Duplex where a single-family home was shouldn't we then charge for and SDC since our SDCs are based from EDUs? *Yes, this is something we would do too.* What would be a project we would fund from SDC funds? *No, only for system development; pump stations, new lines, replacing lines.* How does our rate stand in a minimum – maximum for rates? *Joe; federal government with our loans for the USDA loan for the pump station and the plant. SDC can go up the same % rate as the sewer rates.*

Correspondence: LGIP interest rates have gone up from .9% to 1.15%. SDAO has the Board Duties and class again if anyone is interested. SDAO send me an Administrative Handbook and a Risk management handbook.

STAFF REPORT

Plant Manager – Joe and Cory – We have the shop lights in and done with LED light. Cory has been working tirelessly on this new DEQ discharge permit Ron just signed and we will get it in the mail now. Inspected a property for connection on Pine Beach. Generators are done, pump station has a little electrical to figure out, float meter also just went down.

Office Manager – Jennifer - I have a meeting with Dena on 7/20 to go over any End of Year things to prepare reports for the Audit in August

I also received a call from Troy from SDAO – Risk management – he will come visit us on 7/26 to talk about our Liability needs and take pictures of a few things he needs for his file

North Lift Station, Emergency Generator, the ponds, and the Ocean Outfall pipe.

August days off – Need Monday and Tuesday 8/29 and 8/30 OFF - Leaving Thursday evening 8/25 – returning Monday and Tuesday 8/29 and 30th – Back to work on Wednesday 8/31

Board Concerns – Ron – Minnehaha and the 101 next to the pump station, do we allow when a travel trailer puts a sewer hose to a clean out on the property. *Joe – it is just someone visiting and we do have a lot of properties that do have clean outs for RVs on their property.*

Ron – there is a house on the south end of Juniper and Washington that had a mobile home on it and now a house. *Joe – our line does dead end at that house.*

Motion to adjourn the meeting at 10:30am
Next meeting: August 11th, 2022, Thursday

Ron Hemberry
Board Chairman

Date