

Minutes of Twin Rocks Sanitary District

October 8, 2026, Board Meeting

Board Members and Staff

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|--------------------|--------------------------------|
| 1) George Bean | Board Member at Large |
| 2) Joann Baker | Secretary |
| 3) Jerry Berndt | Vice-Chair |
| 4) Ron Hemberry | Chairman |
| 5) Jerry Stanfill | Treasurer/Finance |
| 1) Cory Perkins | Plant Operations Manager |
| 2) Jennifer McHugh | Office Administrations Manager |

Meeting Called to Order on Thursday, 8:57am.

Roll Call by Ron Hemberry. Everyone was accounted for; Joann was on video.

Public Comments:

No Public in attendance.

Minutes:

Members read the Minutes for the September 9th, meeting.

Motion to approve Jerry S. Second, George B. Motion carried, Minutes approved.

Emailed Minutes to all Board Members 2 days before the Board Meeting for review and a copy printed for the meeting.

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and the Financial Report – Checks # 5628-5634, EFT, and ACH payments.

Motion to approve George B. Second, Jerry S. Motion carried. All bills are to be paid.

Two board members reviewed and signed all bills and payments before the meeting.

Committee Reports:

Safety Comm. (Cory) – Jennifer received her new desk floor mat, no more tripping hazard.

Old Business:

Electronic Billing for October Quarter and AR/AP – October 1st we sent out 529 invoices for a total of \$114,683.53. 53 annuals and 479 quarterlies. Today AR is at a total to collect for the FY of \$87,083.20. This leaves us with a 79% collected of invoiced at 8 days into the second quarter.

We do have one **property that is for sale** now and in the description of the property it is including RV parking and full hook-ups. Cory did go out to the property and verify this. When the property sells per our Ordinances it will have 2 EDUs going forward.

Jennifer also had the Board reviewed a **property in the Barview** area operating a short-term rental (STR) house and an unpermitted long-term rental (LTR) apartment above the garage. County records classify the property as a single-family home with no permits for an accessory dwelling unit, making the apartment a code violation.

While the county operates on a complaint-only enforcement basis, District ordinances require property owners to notify the District of conversions that impact sewer service lines. Following discussion, the Board agreed to waive any fines but approved updating the account status from single-family to multi-family residence effective immediately. Jennifer will notify the customer/property owner of this decision going forward.

In AP this month our annual Streamline website invoice was due on October 1, 2026. Streamline's initial renewal quote on 9/18/26 included a recurring 5% annual increase. Following negotiations led by Jennifer, Streamline agreed to a revised structure: a 5% increase for the current year, a rate freeze for 24 months, and a 3% increase the following year. The terms also mandate a minimum of 90 days' written notice prior to any future rate adjustments.

The Board discussed the contract and commended Jennifer and Cory for their exceptional cost control and negotiation efforts on behalf of the District.

Q1 Reports – Payroll, Plant, and Office Budget vs. Actuals for Q1 were presented. All but a couple of items were below 25%. There was some discussion on the next quarter's spending.

Audit Update – We did receive the draft audit. Jennifer had Ron sign the usual audit letters to send back to Accuity. She went over with the board the new GASB 103 additions to the audit and change in Net Position for the 25/26 FY. There was some board discussion but will go over more of the audit at the next meeting with the Final Audit.

Update for Twin Rocks Water District lease – Jennifer has the new lease ready for them. She presented the Board the last lease alongside the new lease and went over any/all the differences. **All agreed the changes were good and ready to be signed. Ron and Jerry B signed the new lease.** Now only waiting for Scott to come in to sign and turn over keys. Jennifer has also talked to their accountant about payment of their annual.

New Business:

Jetty Pumps Replacements – Cory provided an update on the required replacement of the Jetty pumps. The board reviewed a quote from **Pump Tech** totaling **\$17,086.40** (including freight) for two upgraded, similar-model pumps. To ensure compatibility, existing pumps were pulled for measurements and sent to Pump Tech to determine if flange face adapters are necessary. To prevent shipping delays while awaiting final technical specifications, Cory requested immediate approval of the quote. After some board review, **Jerry S motioned to approve the Pump Tech quote of \$17,086.40 and authorize the order once final measurements are confirmed. George seconded. All voted unanimously.**

Correspondence –

SDAO email for Webinar; Water Under Fire – Nationwide Cyber Attacks

SDAO email for Water Professionals Appreciation Week, October 3-11.

SDAO email – Best Practices deadline November 6th.

Tillamook County email – address change 7765 Pine Beach Loop is now 7775 Pine Beach Loop

Staff Reports:

Plant – Cory: The new generator was trailered to the Pine Beach lift station and inspected the with an electrician. The unit was successfully test-run, operating correctly and with significantly lower noise levels than the previous model. We then transported the generator to Pacific Fab for trailer fabrication of a custom weather box when moving the generator to Pine Beach as needed for it to be sheltered. We also replaced posts and hardware that hold the panel at the Pine Beach lift station.

The vendor transition in transferring generator maintenance service from Pacific Power to ProGen went well. ProGen completed cooling system maintenance on the main plant generator, resulting in a \$3,000 savings compared to Pacific Power's original quote. They also completed fuel line replacements across all generators at 50% of the cost previously quoted by Pacific Power.

Cory also did a **sewer connection inspection** at 7875 Pine Beach Loop. That property should be finished soon.

Office – Jennifer: My shoulder is getting better, but my hours still may be varied some with PT. Audit should be ready for the next meeting. I am still working on retention, but it has been slow go for the moment with only one arm. She did thank George for coming in and help stuff envelopes for invoicing.

Board Concerns: George asked if Jennifer needed any help to call on the board for anything they could do to help in the office. He also commented again that through the meeting discussions on money Jennifer and Cory should really be commended for their exceptional cost control and negotiation efforts on behalf of the District.

Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 10 am
Next meeting: October 8, Thursday, 9am

Ron Hemberry, Board Chairman

Date