



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

MINUTES

Board Meeting/Budget Hearing - May 11th, 2023

<u>Board Members</u>		<u>Staff</u>
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	
5) Jerry Stanfill	Board Member	

MEETING CALLED TO ORDER 9:00 A.M

Roll Call by - Ron Hemberry; not at this meeting were Richard Seward, Joann Baker and Joe (off)
All else were present with no added public in attendance.

MINUTES: Members read Minutes for **April 13th** meeting – Approve Minutes

Motion to approve Jerry S 2nd Jerry B motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **5057 - 5075**

Motion to approve Jerry S 2nd Jerry B motion carried

Committee Reports:

Safety Comm. (Cory)-- *doing good*

Budget Hearing

- **Budget Hearing** – The budget was voted on by the Budget Committee and Budget Committee Board Members on 4/13/23 and they recommended to adopt budget as is. The LB-1 was published in the paper. There were no other questions on the budget. **Jerry S motioned to adopt the FY 23/24 Budget as presented. Jerry B seconded it. All voted unanimously to accept the new Budget. Resolution 2022/2023-10 was signed.**
- **LB-50 for the budget** - we have 15 customers who have not paid all year @ \$8,394 *** on these 15, 9 have RB water. I sent the list to Ally @ Rockaway Beach. On that list – 7 pay water regularly, 1 the water was turned off in Dec; so, stopped her invoicing now but she still owes what we have as unpaid, and 1 the water has been off since 2018. Jennifer also listed how we did in previous years. Our list is less than it was last year at the start of this process.

Old Business

- **April invoicing** - 5/2 emailed and mailed out **8** April Annuals not paid yet. Today our A/R we have 18k left for April invoicing, 3k for January invoicing, 3k for October and 2k for July – and some of this is what will have in our lien list for customers too. We have a total of 26k outstanding today. We had 77k at the last meeting. The Duplex on Washington paid their SDC invoice.

- **Finance - Expenditures vs. Budget 3rd quarter – Payroll;** we are at 64%, right on target. Admin shows 79%, but I think we are still good there, I will double check it after May's payroll. **Office;** we are high on merchant services; I think we should move \$500 from office supplies to merchant services and we should be fine for the rest of the FY. **Cory/Plant;** he is at 23%, his numbers are looking great. 34% of Plant Repairs and Maintenance. **Signed Resolution 2022/2023-13 Transferring Appropriations with a Fund.**
- **Internet Project** - I did have a phone meeting with the Voice Implementation Project Manager with Astound and Cory joined me. She is the person in charge of the phone and phone lines. Our phones will be online also now. We discussed our needs for the office, Lab and Watseco. We will all have the same phone #s as we now have. We will each get a new phone that is included in the monthly fee, (part of stuff we are leasing from them), that will work with this new system. We will also be getting a phone for the board room that will include conferencing in up to 25 people with an (800) number. This is so we are ADA compliant and anyone from the public can join a meeting if they want to and are unable to attend physically.
Cory did have EC Electric come out and move a plug to the IT closet so we will be ready for the implementation. They also fixed our Exit signs when they were here, too.
Splitting the internet and phone with Watseco – I advised in March for their portion to be billed to them would be \$150.00. After the phone meeting on 4/18 with the Voice Implementation manager and adjusting the number with the board room phone. **Our \$150 for them still looks good. All Agreed again at this board meeting that this amount was fair. Ron said no vote was needed on this.** Jennifer will add an amendment to their lease agreement that would include the phone and internet.
- **Blower Project** – Cory has ordered and given a PO to APSCO, LLC. A Sole Source Res is ready to sign – Jennifer has it dated for the March meeting date that was when it was voted on to start the purchasing process and agreed it would be a good idea to buy from the same company as the blowers we already have. **Sole Source Resolution 22/23-12 signed.** Cory went over the project again on why we need the new blower and how it will work as it was first discussed and voted on in the January Meeting.

New Business:

- **SDIS Best Practices in to the June Meeting – Jennifer** currently working on this and will give a report next month.

Correspondence:

SDAO Special District Digest, Watseco-Barview Drinking Water Report, Quote from Pacific Power Group (Cory) – may not need to do this now, it is a 5k quote. We will wait on this for now. The Quote is now filed in the Pacific Power Group Payables folder.

STAFF REPORT

Plant Manager – Cory – TSR was here, all the lift stations were cleaned and 5 days' worth of line cleaning too. Generators were all serviced. The Duplex on Washington was hooked up and inspected. One plugged up line at 1036 Beacon, Joe and Cory cleared it. There was some discussion on how lines do get plugged with low usage. I have a quote for the backup pumps for the lift stations that was discussed in the March meeting, 3/9/23, (one for the North and one for the Park Lift Station) they are **both about \$8,300 each. I would like to order those if you agree with that. Jerry B advised we should order them now in this year's budget and Ron agreed. Ron said we did not need to vote on this, all**

agreed to purchase them in the March meeting. Cory added we will purchase one for the South and Jetty Left Stations next year. Everything was discussed in the March meeting on why we need to have backup pumps for the lift stations.

Office Manager – Jennifer – I was off the last week of April, on April 25th, Tuesday, - April 30th Sunday. And May 6th, Saturday, - 9th Tuesday. I was here yesterday. No hick ups everything flowed smoothly while I was out. I had one email from a customer that I responded to, he was happy. **Paid Leave Oregon** – I am working on the Policy for this now and will have it ready to go over at the next meeting.

I did take a webinar from SDAO and the National Special Districts Coalition on **Website ADA Best Practices** on 4/4 it was very interesting. Streamline gave the class and they offered a website assessment/risk report, which I did. It came up a -98%. It was mostly because of background and foreground color. So, I am getting a quote from them and to find out more of what Streamline does. They gave me an Accessibility Checklist and a sample policy too.

Filled out a permit with **Lewis and Clark to receive a new key for the gate on Quarry Rd** to the south of our plant. Now we have a new key to that gate.

Resolutions signed – our Adopting the FY 23/24 Budget (22/23-10), Res to transfer funds (22/23-13), and Sole Source Res (22/23-12)

Board Concerns – Jerry B – Letter of appreciation or plaque for Richard since he will be leaving the board. There was some discussion on this. **Ron motioned to order a plaque; Jerry B seconded all voted unanimously.** Jennifer should send a letter to Richard to invite him to the next meeting and order the plaque.

Ron listened to a Tillamook City Council meeting and they discussed sewer service and laterals. They have a regulation that when a property is sold you need to hire a licensed individual to scope your line and they need to sign off on this before the property is sold. Should we look at adding something like this? There was some discussed on this and if we had this regulation would we even be notified, we are not always notified when a property is sold. (Cory) This may be an issue because we are a special district and not a city, we may need to ask SDAO if we have the same rights.

Positions up for re-election 2023

Position 1 – Richard Seward, serves as Vice Chairman – not submitting for re-election

Position 2 – Joann Baker, serves as Secretary

Position 3 – Jerry Berndt, serves as Treasurer

Motion to adjourn Jerry S, seconded by Jerry B, the meeting adjourned at 10:05 am

Next meeting: June 8th, 2023, Thursday

Budget Hearing Meeting and Board Meeting to follow

Ron Hemberry
Board Chairman

Date