

Minutes of Twin Rocks Sanitary District

Board Meeting – February 13, 2025

Board Members

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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 |

Staff

- 1) Cory Perkins, Plant Operator
- 2) Jennifer McHugh, Office Manager

Meeting Called to Order at 9:00 a.m.

Roll Call by - Ron Hemberry, All present. Joann attended on video conferencing.

Public Comments: No public in attendance.

MINUTES: Members read the Minutes for January 9th meeting – Minutes Approval.

Motion to approve Jerry B 2nd Jerry S motion carried.

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

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and the Financial Report – Checks # 5368-5374, EFT, and ACH payments

Motion to approve Jerry S. 2nd George B motion carried.

Committee Reports:

Safety Comm. (Cory)— All is good. No issues.

Old Business:

- **Electronic billing – January Quarter – Jennifer:** We sent out 2 invoices since the last meeting. Merchant service fees for this quarter were for 31 deposits. Checks vs. online/credit cards are averaging about even. AR for January's invoices – we invoiced \$176K, outstanding for January Quarter only is \$18K today. We have a total for this FY outstanding of \$26K. This gives us a 98% collected from invoicing. We still have 8 January Annuals not paid, as it is well past 30 days they will lose their discounts. The FY is looking good for AR.
Budget vs. Actuals – for Payroll: from last months figures, Dena & I fixed the error on our Bonuses for December. All employee compensation is now under 50%, as it should be for December.
- **Elections:** I didn't add this to the agenda, but I have the dates for the May elections for you in a handout. Jerry S is up for position #5, and Ron for position #4.
- **New employee Handbook:** Finished – This took 6 months to complete. I did have one Board member, George, read through the whole book before I emailed it out to the Board. He was to find any errors, but also read through it as a new employee would and find anything that didn't make sense or was questionable. George said he liked the it was worded for company growth and it will make it easier to update in the future. All agreed it was needed. **Jerry S motioned to approve the New Employee Handbook, Jerry B seconded, all voted unanimously.** Ron signed the "Welcome to Twin Rocks Sanitary District" page.

New Business:

- **Budget Season:** Handout for this year's Budget Calendar. **Appointing the Budget Office as Ron was moved by George B. and seconded by Jerry S. All voted unanimously.** We went over our public budget committee members names. Jennifer will send out an email to them today to save the April meeting date.

Net Position Comparison Report, handout. This is from financial information provided through our annual audit. Change in Net Position is down from last year, but still in a negative number, -\$35,139. Hopefully with this next audit it will be even better. But, as the auditor has said in previous years and in this audit, we need to raise our sewer service fees.

Handout for our **Sewer Revenue Increase report.** This report gives you what our estimated revenue will be this FY against what an increase will look like for next FY. Examples of a 2%, 3%, and 5% increases were provided. Jennifer provided information on what other Sanitary Districts are charging for sewer service fees along the coast and our fee is about in the middle average, and lower than our closest neighboring plants. There was discussion on other utilities with drastic increases this year. All agreed a slow steady increase is best, there will be more discussion next month when we look at the budget numbers with all the expenses. Jennifer and Cory with over the 4 main big projects were started in 23/24 but finished in 24/25 totaling \$125K. These were included in the budgets, but we need to think ahead for future project too.

Correspondence: received – received 1/10/25 – SDAO email Federal Disaster Assistance that is available for OR from the wildfires from July 10 to Aug 23 2024. Received yesterday SDAO send - Impact of funding freeze

Staff Reports:

Plant Manager – Cory – GIS mapping; they were here with us for 2 days. We worked with them mapping out our area lines from manhole to manhole. We still have a lot of work to complete this project. He was able to show us on his laptop what the mapping looks like and how useful it will be in the field. Pine Beach lift station had a communications issue, the mother board will need to be replaced. This will cost about \$1,500 from Mission Communications. The Effluent pump should be here in the next couple of days, then we will be able to install that. I&I, Biosolids and Pond Survey testing have been done. DEQ requires then monthly and annually, respectfully. We did receive a warning letter from DEQ from the testing when they were here in September for an inspection. We went over this in previous meeting and were expecting it.

We did receive our rebate check from TPUD for the Blower Project. They metered the blowers before the new install and then again after the new blower install. We received an \$11K check. Jennifer deposited in the General Fund, but asked if we should move it to the SDC fund. This is where most of the cost of the blower was originally taken from. There was some discussion on this. **Jerry S motioned to move the rebate amount to the LGIP SDC fund account, George B seconded. All voted unanimously.**

Office Manager – Jennifer – we have new signs on the front door/window for the office building that will be easier to change out, so no more tape on the window. With that we took off an old "811 / Call Before You Dig" sticker from the window and ordered a new one, plus "811" brochures, all free of charge. President's Day is next Monday. The office will be closed. Next month we will go through the budget.

Board Concerns – Jerry B asked Cory about area growth and how the plant would do. Cory explained there are a couple of areas for building, but not much of it is flat land.

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

Next meeting: March 13, 2025, Thursday @ 9am

Ron Hemberry, Board Chairman

Date