



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

Agenda

Board Meeting October 14, 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.
Jennifer McHugh, Office Mgr.

MEETING CALLED TO ORDER _____ – Roll Call

MINUTES: Read Minutes for August 12, 2021 – Approve Minutes?

Motion to approve - _____ 2nd _____

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4730 - 4745**

Motion to approve _____ 2nd _____

Committee Reports:

Safety Comm. (Richard)--

Old Business:

- **Electronic Billing – October Quarter** - How did the quarter go? – Jennifer has report
- **Audit** August 26th – update Jennifer
- **Banking** - Checking Account and Signers. List is updated. Ron has letter to sign and if the signers could each go to the bank and initial their signature.

New Business:

- **Report from Hiring Committee – Cory.** See packets
Motion to approve _____ 2nd _____
- **Computer Service Warranty** – expires on Nov 24th. New IT type coverage is \$101.15 a year or \$202.30 for a 2-year contract
- **Digital Check Processing machine** from the bank – Jennifer –
- **Budget errors** – found when inputting into Quick Books
- **Next Board Meeting** – is on Veterans Day. Holiday – Office is closed. Need to move date

Correspondence: Jennifer –

- Examples of email response loving email invoices and pay online.
- Letting you know the SDAO Membership Dues went up this year from \$959 last year to \$1062 this year.

STAFF REPORT

Plant Manager --

Office Manager— Late Charges? Something to think about

Thanks Giving Holiday question

We are off Thursday and Friday. Friday is my day off; can I take my Friday Holiday on Monday 29th?

My six-month anniversary is October 28th. Need a review at that time.

Board Concerns--

Next meeting: November 11, 2021