

Minutes of Twin Rocks Sanitary District

Board Meeting – December 12, 2024

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 9:02 a.m.

Roll Call by - Ron Hemberry, All present.

MINUTES: Members read the Minutes for November 14th meeting – Minutes Approval.

Motion to approve Jerry S 2nd George B 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 # 5346-5359, EFT, and ACH payments

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

Committee Reports:

Safety Comm. (Cory)— All is good.

Old Business:

- **Electronic Billing** – October Quarter – on 11/25/2024 I mailed out 75 statements for accounts that were past due. Two Oct annuals are not paid, as of yet. We have a total AR of \$11,291 left to collect for the FY. With \$331,996 in invoices sent out and a total collected today of \$334,539 we are at 100% collected for the FY. Last year's liens have now been collected and are added into these numbers. Last December 2023 we were at 97% collected. For Merchant Service Fees – out of 511 customer payments totaling \$222,808 they made up a total of 40 bank deposits with merchant service fees totaling \$3,280 paid this FY so far. This amount is about the same as last year's numbers. We also have 84 customers now set up for a recurring payment.
- **EDU Adjustments – Reading the Ordinance Amendment 2023/2024-1A** – Hand-out of our current total list of accounts by Job Type, with the number of EDUs per account. We have a total of 746 accounts set up in QuickBooks; of those, 700 accounts are invoicing with a total of 991.15 EDUs.
Second Reading for the Ordinance Amendment 2023/2024-1A. This Amendment is adding to section 6 for Conversions of Properties and adding to section 15 Prohibited Substances. This was the second reading, there were no further questions or discussions. George B motioned that we approve the Amendment Ordinance 2023/2024-1A and go forward with submitting it to the County as an Amendment to Ordinance 2023/2024-1, seconded by Jerry B. All voted unanimously. The amendment was then notarized and is now ready to take to the county to file. The filing of this amendment will also have resource documents with it – minutes of 10/10/24, TRSD list of Definitions, Ordinance 2023/2024-1, and the minutes from today's meeting. With this amendment the changes in section 6 will affect 2 accounts and their invoicing. The invoicing change will start with the January 2025 invoicing.

We also reread the List of Definitions for TRSD – the changes were made as suggested from the reading of the list last month. This list is attached to rate resolutions and will also be added as a resource document for the Amended Ordinance 2023/2024-1A.

- **GIS Mapping Update – Cory** - the contract has been signed with *Water Utility App, Public Works GIS*. They should be starting soon. Martin and I have been finding all the Manholes and Cleanouts and marking them in our current maps with updated numbers so they will all be on the new GIS mapping system. We found about 300 manholes and cleanouts; some were discovered under gravel and brush.

New Business:

- **Sign Resolution 2024/2025-3 Transferring Appropriations** – With our raises this FY after 5 payrolls we needed to move some budget funds in compensation with a fund-to-fund transfer. This was signed by Ron. There was discussion on staff positions and employee hours. All were satisfied with the answers to the questions asked.
- **Employee End-of-Year Bonuses** – Currently in the 24/25 budget we have \$5,750 for bonuses. There was discussion on how the bonus amount was split up between employees for the last 5 Fiscal Years and the total amount each year had budgeted. Jennifer gave options on how to divide the funds, whether in full or part of the total amount. There was discussion by all on how it will be awarded this year. **Jerry S motioned to award the full budgeted amount of \$5,750 to be split between our three employees as Cory-40%, Jennifer-35%, and Martin-25%. George B seconded. All voted unanimously.**
- **New Year Holiday and Meeting Schedules** – Hand out with the for the 2025 calendar year Holidays and Board Meetings.

Correspondence: received – We received our SDIS Liability Preliminary Proposal from Cheryl at Hudson. We did have an increase of 14.39%. Last year we had an increase of 16% from 2023 to 2024. Cory and I went through everything with Cheryl prior to this Proposal.

SDAO emailed out about the conference - the hotel the conference is at in February is already full.

Staff Reports:

Plant Manager – Cory – Effluent pump is still delayed. It now should be here by January. Martin and I have been working a ton on finding all the old manholes and cleanouts that have been buried with gravel or have been covered with brush. We did our first service on the new blower this month. Everything looked good. We pulled and cleaned out the pumps from the South Station, they seem to be running better.

Office Manager – Jennifer – We will be closed on Christmas day for the holiday. But I am taking some vacation time during this holiday season. We will be visiting everyone for Christmas and leaving here on Dec 20th, Friday, and we will be returning on Dec 31st just in time for the New Year’s holiday. That is only 5 vacation days for me. I will be back to the office on January 2nd in time for January invoices. For January’s board meeting we will go over end of the calendar year and budgets vs. actuals for the second quarter of our FY. We do have Jerry S and Ron up for re-election in May 2025, forms usually need to be filed by February. I am also still working on our Employee Handbook.

Board Concerns – No concerns at this time.

**Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 10:00 am
Next meeting: January 9, 2025, Thursday @ 9am**

Ron Hemberry, Board Chairman

Date