



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

MINUTES

Board Meeting – December 14th, 2023

| <u>Board Members</u> | | <u>Staff</u> |
|----------------------|--------------|---------------------------------|
| 1) George Bean | Board Member | Cory Perkins, Plant Operator |
| 2) Joann Baker | Secretary | Jennifer McHugh, Office Manager |
| 3) Jerry Berndt | Vice-Chair | |
| 4) Ron Hemberry | Chairman | |
| 5) Jerry Stanfill | Treasurer | |

MEETING CALLED TO ORDER 9:04 A.M

Roll Call by - Ron Hemberry All were in attendance, Joann was virtual.

MINUTES: Members read Minutes for **November 9th** meeting – Approve Minutes

Motion to approve Jerry B 2nd Jerry S motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **5170 - 5183, EFT, and ACH payments**

Motion to approve Jerry S 2nd George B motion carried

Committee Reports:

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

OLD BUSINESS:

- **Electronic Billing – October Quarter - 11/30** I sent out 87 statements for Past Due invoices. Total owing for A/R on 11/30 was \$20K. We had 2 home sales this last month, with 2 new invoices. Today we are at 97% Collected for the FY. We did also receive the lien money from the county this month (10 customers for \$5,956.94). Last year we were at 94% at the Dec meeting and at 97% by the end of Dec for the 6-month mark. We are looking good this year. I changed some wording on our invoices and statements and added “see our website for more info” with the website address.
- **Update on the Website** - On our new website on the home page you will see “Flushing Don’ts!” (which was on the old website, better placement now) and “Disposal No No’s” (which is new). These are on both the home page and also the Billing Info page. More info has been added on the Billing Info page, along with Quarterly and Annual Billing, there is now an “SDC Fees and Sewer Connections” section.
- **Update from Cory on the SCADA System** – Last couple of months we discussed the project and putting it out to bid or sole sourcing this project. The Engineer firm that currently oversees our SCADA System has advised us to “sole source” this project, but it is up to the board. We need a vote in the minutes to be able to go forward Sole Sourcing this project or putting it to bid.

George motioned to move forward with Sole Sourcing the SCADA project, Jerry S seconded the motion, all voted unanimously. Jennifer will advertise this in the Heard on the 12/26/23 publication and the Resolution will be signed at the next meeting to move forward with this project.

- **Blower Project Update** – Cory updated – the Engineering firm has put out the bid for the installation of the new blower. They should award the project to the appropriate vendor shortly. I will update you at the next meeting when installation will start.

NEW BUSINESS:

- **Employee Bonuses** – We have \$5,000 budgeted; we have 3 employees currently. The last 2 years the board has split the full amount evenly between the 3 employees. There was some discussion on how it will be awarded. George motioned to split the whole \$5,000 between all 3 employees, Jerry B seconded. All voted unanimously.
- **Job Descriptions Updated** - Cory and Jennifer updated 2 job descriptions. A copy of each was presented. One for the Plant Laborer and one for the Plant Backup. They need to be approved and then they will go in the employee handbook. Then we will be ready when we hire for the laborer position after Joe leaves. The biggest difference between the 2 positions; Plant Backup needs to be DEQ licensed and the Laborer does not. There was some discussion on licensing. All agreed with the descriptions and Ron signed them.
- **SDAO Conference Agenda** – We discussed the conference, the agenda, and who would like to go this year. The Conference is in Seaside this next February 8th – 11th. George will go for the full conference, Jerry S and Ron are going up Friday and Saturday. The Conference is not offering any virtual classes this year but will be online after the conference.
- **Hand Outs for 2024 Holidays List, 2024 Board Meetings & Board Members Contact list.**

Correspondence: **SDAO Liability Ins** – SDAO announces they are not doing the longevity credit this year as they have the past 14years. Jennifer has gone over all our liability insurance needs with Hudson Ins. **State of OR Ethics** – there is a handout about this OR department. Last year this yearly invoice was \$439 and was for the prior 4 years. This year it up a lot, almost doubling at \$756. This was because of a new legislation this year. Gave everyone a handout on the Ethics website for more Ethics information.

STAFF REPORTS

Plant Manager – Cory – Joe has planned to attend the next board meeting in January. We did order a gift for Joe for his retirement. We will present it at the next meeting. The DO Probe we discussed some last month will be on next month's agenda as we need to vote on it.

Storm report – we had an issue with a manhole overflow near the Friend's Camp Bridge on Hwy 101, this was caused by the North Lift station taking in so much water. With this on the Hwy 101 Cory called it in with OARS and filed an SSO (Sanitary, Sewer, Overflow) report with DEQ. Set up with Advanced Excavation to bolt down a sealed manhole cover (cost should be about \$5,000) which should solve this issue in the future. We do have money in the I&I funds for this emergency situation. Jerry S motioned

we should fund this emergency in this way, Jerry B seconded, all voted unanimously if the cost goes over the \$5,000 limit for Cory. For the storm we did take in 740K gallons in one day, our normal flow in the summer is at most 60K-80K gallons a day and less in the winter. Most of that 740K was just storm water. It rained 4.5 inches in that one day, 3 inches in 12 hours, we responded to 11 alarms, 6 were after hours all between the Dec 6th – 11th. Ron noted that the County declared this storm of emergency.

Office Manager – Jennifer – I was going to talk about Ordinances and how Sanitary Districts use them this month. We had a lot on the agenda so this is moved to next month. Next month we will go over our Budget vs. Actuals for the 2nd quarter. Holidays for December – Closed on Christmas.

Board Concerns – Ron discussed the article in the paper about trails and the court decision. Do we have any trails that cross anywhere on our properties? No, we do not.

**Motion to adjourn Jerry S, seconded by George, the meeting adjourned at 10:40 am
Next meeting: January 11th, 2023, Thursday**

Ron Hemberry, Board Chairman

Date