



Twin Rocks Sanitary District
 PO BOX 69
 Rockaway, OR 97136

Agenda

Board Meeting August 12, 2021

Board Members		Staff
1) Richard Seward	V/C	Joe Nemeyer, Plant Mgr.
2) Joann Baker	Secretary	Jennifer McHugh, Office Mgr.
3) Jerry Berndt	Board Member	
4) Ron Hemberry	Treasurer/Budget Officer/Chairman	
5) Jerry Stanfill	Board Member	

MEETING CALLED TO ORDER _____ – Roll Call

MINUTES: Read Minutes for May 13, 2021 – Approve Minutes?
 Motion to approve - _____ 2nd _____

FINANCIAL REPORT & AUTHORIZATION OF BILLS:
 Approval of Bills and Financial Report – Checks # **4679 – 4708**
 Motion to approve _____ 2nd _____

Committee Reports:
 Safety Comm. (Richard)--

- Old Business:**
- Personnel Handbook Update – Joann
 - Digital Check Processing machine from the bank
 - Filing Budget with the county – Jennifer LB-50 for Liens, filing with county by 7/15/2021 Filed with county 7/15/2021, LB-50 and Resolution 2020/2021-1 Sewer Rate Policy
 - Electronic Billing. How did the July quarter go? – Jennifer has report
 - Raises took effect July 1, 2021 @ 4% increase for Joe, Jeff, and Cory. As per the vote from the last Board Meeting

- New Business:**
- Certificate of Election came for Jerry S. and Ron
 - Audit will be on August 20th - update Jennifer
 -

Correspondence:
 SDIS – Workers’ Comp requested the FY final payroll numbers
 Sent them in and also to Cheryl at Hudson
 Next year SDIS said it will all be online and will only receive a notice online

Budget Calendar Dates for 2021: Completed - 7/15/2021

Budget Committee: [Richard Seward, Joann Baker, Jerry Berndt, Gary Albright, Ron Hemberry, Budget Officer, Angela Nebeker, Budget Developer]

Appointees: Carla Albright (2021) Rick Hurliman (2020), Troy Taylor (2021), George Baker (2021), Jerry Stanfill (2020)

Budget Prep by Staff- January 25th and January 28th- Question: a 2% increase in rates from Resolution 19/20-2 needs to be addressed for inclusion into Budget or not. – Board decided not to increase the rates [appropriate Resolution to be filed]--**Done on 2/11/21****signed in resolution book 6**

Budget Proposal for Budget ready for February 11th Board meeting—**Done on 2/11/21**

March 11, 2021 Appoint Budget Officer & Committee

Publish 1st meeting Notice- 2 weeks before Budget Meeting in Headlight Herald—**Ordered on 2/16/21 for 3/23/2021.**

April 1st Meeting Notice- 1 week before Budget meeting in Headlight Herald—**Ordered on 2/16/21 for 3/30/2021.**

April 8, 2021-Budget Committee Meeting on April 8th at 9:00 am, followed by Board Meeting where Board approves proposed Budget given by the Budget Committee

April 29, 2021—Publish Notice and Summary of Budget hearing at 9:00 am; Complete LB-1.

May 13, 2021—Adopt Budget and make appropriations, Resolution adopting the Budget, making appropriations and levying taxes. ****5/13/2021 voted and passed** Prepare LB-50, Certification Forms, etc.

June 30, 2021—Submit Documents to County Clerk **Filed with county 7/15/2021, LB-50 and Resolution 2020/2021-1 Sewer Rate Policy**

STAFF REPORT

Plant Manager --

Office Manager— Would like to take my Floating Birthday Holiday on Monday, October 4th

Board Concerns--

Next meeting: September 9, 2021