

Minutes of Twin Rocks Sanitary District

March 12, 2026, Board Meeting

Board Members

- 1) George Bean Board Member at Large
- 2) Joann Baker Secretary
- 3) Jerry Berndt Vice-Chair
- 4) Ron Hemberry Chairman
- 5) Jerry Stanfill Treasurer/Finance

Staff

- 1) Cory Perkins Plant Operations Manager
- 2) Jennifer McHugh Office Administrations Manager

Meeting Called to Order at 9:00 am

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

Public Comments:

No Public in attendance.

Minutes:

Members read the Minutes for the February 12, meeting.

Motion to approve Jerry S Second, George B motion carried, Minutes approved.

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

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and the Financial Report – Checks # 5527-5539, EFT, and ACH payments.

Motion to approve George B. Second, Jerry S. Motion carried. All bills are to be paid.

Two board members reviewed and signed all bills and payments before the meeting.

Committee Reports:

Safety Comm. (Cory) – Cory and Jennifer are in the process of creating an SDS book for chemicals or cleaning products stored in the Admin Building.

Old Business:

Electronic Billing for January Quarter and AR – Jennifer: We are currently at \$19K outstanding in AR. I sent out 86 past due statements on 2/25 and we still have 4 January annuals not paid. We have had an SDC paid this week for Pine Beach Loop area. There are two houses in that area that are almost completed and one more that we should have an SDC payment soon. Today we are at 98% collected from invoiced for this FY.

Backhoe Attachment – We have advertised it in the paper for 3/10 and 3/17. We will open any bids we received on 3/23.

Public Meetings Law – The Law reads: “Every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more shall attend a training at least once during the member’s term of office and shall verify the member’s attendance.” Since we have had three board members take the class at the SDAO Conference, I have received the certificates that confirm their attendance. I will write up a

policy soon that states we are complying with the state law on this and how we are keeping track of board members taking this class. I have created a spreadsheet/form for keeping track of everyone's terms and when they have taken the class. I have added this and the certificates in our election book. The State has now approved SDAO's online Public Meetings Law class with Vector. I will set up Joann and Jerry B to take this class online since this is one of the things we need for Best Practices.

Budget – Handed out of our Budget Calendar. Went over how many board members and committee members will be at the Budget Committee meeting on April 9. I wanted to thank everyone for supporting me with the accounting issue we were having in QuickBooks from past issues that I explained last month. I did end up fixing everything with Dena's help, the two of us spent several hours working on QuickBooks adjustments to fix it. We then went over the LB-1 draft. It is almost set. Jennifer explained all the different things that are in each line item in the General Fund budget. Example, there are 11 different line items in QuickBooks that make up one line item in the budget for Office Supplies. That budgeted Office Supply line then needs to be broken up for each line in QuickBooks that it is for. We then when over each line for the Resources and Expenditures for the General Fund. There was some discussion on how we are increasing plant expenses, insurances, and compensations. We currently have a positive budget final number. There will be a little adjusting to be done still before the next meeting. I will email out a draft budget to everyone, including the committee members, before the April meeting. So far everyone agreed to what he have budgeted.

Rates and our current EDU count. We now have 1006.2 EDUs with 704 accounts. Last year at this time, we had 699 active accounts and 990.65 EDUs. There was discussion on rate increases and why. We did not increase our rates from 2010 – 2023. In 2015, there was a 10% decrease. We have increased our fee rate a small amount each year for the last three years. This has helped us with the increasing costs of fuel, plant supplies, and increases in operations. We have been able to take credit card payments from customers, buy spare pumps, repair lines when needed, and upgrading the plant with the new Scada and blower project. Upcoming projects include; more line repair work, an annual line replacement project, and dredging the pond. After discussion on up-coming projects, Cory will get with our Engineers to do a rate study to get better forecasting and what projects may cost and what rates in the future should be to protect ourselves better. The last rate study we had was on October 13, 2005, and then updated in April 2009 to increase our fees and SDC fees.

After discussion with our current expenses and revenues the board decided to increase the rates the same as last year with a 3.5% increase. This was motioned by George B and seconded by Jerry S. All voted unanimously. A resolution will be ready for a first read at the next meeting.

New Business:

Twin Rocks Friends Camp – Jeff from Twin Rocks Friends Camp and Jennifer had a discussion on what is included in the "Camp Bed" Rate. We do not have a description for Camp Bed spelled out and what it should include. Does a camp bed include the restroom facilities? The kitchen/dining facilities? How did the board at that time, assign these Rate-codes when they set up organizational camps? There was discussion on what a "Camp Bed" should include, all agreed a camp bed included the restroom facilities. After more discussion, the board decided to add a description to the "Definitions for Sewer Service Rates, Fees, and Types of Service" List for "Organizational Camp Beds": This rate includes the restroom and kitchen/dining facilities of the camper for that camp bed. However, this definition would not include employee specific restrooms such as in a maintenance building or office. Those fixtures should be counted individually or in a Residential (Office) Unit of the camp. Example for an Office unit/building would be counted is the same as a Residential Home - any building with a kitchen, a bathroom or multiple bathrooms, and other living area (offices) rooms. After some discussion the board agreed this was a fair description.

Watseco-Barview and Twin Rocks Water District Leases – both leases are up in June of 2026. As we are doing the budget will these rates remain the same? Historically Watseco's rate was \$360 annually and went up in 2008 to \$1,200 annually and has been that since. After some discussion all agreed to leave the rate the same and renew the lease for Watseco. Twin Rocks Water District's lease is set at \$72 annually. Do they carry any liability

insurance like Watseco does, was a question of the board. Jerry S motion to adjust Twin Rocks Water District's lease for them to provide proof that they have liability insurance against damages to persons or property in or about our leased premises and the annual amount to stay the same \$72 annually. George B seconded, all voted unanimously.

Pinebeach Pump – Cory: The plan was to get a spare pump for the Jetty Station and Pine Beach Loop this year. The Jetty Station pump is delayed for the moment as Cory has the engineers working on a couple of different options there. We can order the Pine Beach spare pump now. The price for this spare pump is \$10,547, this includes freight. An example of pricing increases, this pump price has increased \$2,000 from two years ago when a similar pump was purchased. Jerry S motioned to purchase this spare pump as it has been budgeted to purchase this year. Jerry B seconded, all voted unanimously.

Correspondence –

Email from SDAO on a legislative update for HB 4161
SDAO email on a Regional Training Summit

Staff Reports:

Plant – Cory: Replaced a CL17 sample pump. We did have a spare for that and ordered a new one to replace the spare. We added a clean-out to the new service just added in Pine Beach Loop. We did repair one of the rail guilds for the pump at Pine Beach. When it was originally installed they did not use stainless bolts and they have now rusted through. It now has stainless bolts on it. We are working on replacing any other pump rails bolts that need to be replaced before they are rusted out, too.

The process water pump here at the plant went out. This pump is for all the of our hose water and chorine carrier water, which runs off of our effluent. It was replaced yesterday.

We do have this year's generator maintenance coming up, they will be scheduled soon.

Office – Jennifer: I am taking a class with Accuity in Albany on March 31st, Tuesday. The office will be closed that day.

Board Concerns – Jerry B let us know he may not be here for the April Board meeting. We do have three board members and three to four committee members confirmed. So, we will have a quorum. Joann lets us know they will be back to Oregon on May 2nd.

Motion to adjourn Jerry S, seconded by Jerry B, the meeting adjourned at 11:25 am

Next meeting: April 9, 2026, Thursday @ 9am

Ron Hemberry, Board Chairman

Date