

# Minutes of Twin Rocks Sanitary District

## Board Meeting – February 12, 2026

### 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 a.m.

Roll Call by - Ron Hemberry,    all present, Joann was on video conference

### Public Comments:

No public in attendance.

### MINUTES:

Members read the Minutes for January 8, meeting – Minutes Approval.

Motion to approve    Jerry S            Second, 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 # 5514 - 5524, EFT, and ACH payments.

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

All payments were previously reviewed and signed by two board members.

### Committee Reports:

**Safety Comm. (Cory)**—nothing to report. Everything looks good this month.

### Old Business:

**Electronic billing –Jennifer:** January Quarter – We have 109 customer auto pays set up now. Our AR today has an outstanding amount of \$27,810. We have seven annuals not paid yet. Last year by the February meeting, our AR was at \$26,675 left to collect, so we are looking normal for this time of year.

**SDAO Conference Review:** Jennifer and three board members went to the SDAO Conference this year. Each did a review of the classes they took and informational take aways. There was some discussion on the classes by all board members. This Seaside Conference was one of the highest participated SDAO Conferences.

**Cyber Liability Insurance Quote:** Jennifer continued the conversation from last month and gave a comparison with the SDAO Cyber Insurance and this extra Cyber Insurance quote from Vector we received from Cheryl at Hudson in December. Jennifer also talked to different Sanitary Districts at the convention to network on what they do for Cyber insurance. SDAO is not offering a higher rated cyber policy as they have in years past due to the amount of claims they have received in the last year. There was more discussion on this added insurance, which is more specific to waste water plants. **Jerry S motioned that this extra Cyber Security Liability insurance**

would be beneficial for the District. George B Seconded. All voted unanimously. Jennifer will let Cheryl know to add this insurance.

#### **New Business:**

**Backhoe Attachment for Surplus: Cory:** We have a backhoe attachment that we have had when we originally purchased our older tracker (1991 Kobota, purchased in 1998). This backhoe attachment is not utilized or useful to us any longer. It has limited uses and takes up a lot of room in the shop. Cory's advice was to surplus it. He suggested a sealed bid and advertising it for a couple of weeks to sell to the highest bidder. There was discussion on if we surplus it, are there resources we could use if we needed to use a backhoe. Cory confirmed the size of this backhoe has such limited uses; we currently outsource that type work, as this attachment is too small for most projects. Jerry B motioned an approval to surplus the Kobota Backhoe attachment; Jerry S seconded it. All voted unanimously. Cory will get a listing together to advertise it.

**Budget Committee and Budget Officer:** Budget Committee Meeting will be at 9am on April 9, with our regular meeting following it. Our current committee members are Carla Albright, Kathy Bean, Troy Taylor, George Baker, and Mike Kingsbury. Jennifer sent out a reminder for the April meeting to the committee members to mark their calendar. She did have three members confirm that they will be there, one will not, and waiting to hear back from the last one. We also have confirmed four of our five board members will attend the April 9 meeting. We will have a quorum with the 3-committee members and four board members, as we need at least six total at the meeting to vote. Jennifer will send out another reminder closer to the meeting date with a Draft Budget to all attending.

**The Budget Officer.** All Board members voted to keep Ron Hemberry as our Board Budget Officer for the April and May Budget meetings.

**Starting Budget:** Jennifer told the board about an accounting issue in QuickBooks that has been an issue for several years. In our P&L reports, the ending balances for each Fund of a FY moves forward to become the starting balance for the next FY. It has not always been done this way. Because of this, our starting balances have not been correct as some years, as we started with a zero balance some years and the prior ending balance other years. Our fund totals do not match the bank account totals, as they should. Our auditor agreed to help me this year after the audit to find a solution. This month he gave us a Cash Summary Report as of 7/1/2025 for our starting balances for the 25/26 FY; this showed how the bank accounts and QuickBooks funds should be set up for this FY going forward. He also suggested we use someone local, like Teri Fladstol, to help with this instead on Dena. Jennifer explained more how the Funds in QuickBooks work with the actual bank balances and how there totals should match. She also asked how the board felt about working with Teri again.

There was some discussion on how Teri worked for the District in the past, what she currently is doing, and how she could help Jennifer. At this time, the board felt with Jennifer taking the lead, if she wants to use Teri to find the answers she needs to fix the issue in QuickBooks they are ok with it.

Next, we went on to discuss the 26/27 Budget. We went over the Catastrophic Reserve Fund, Revenue Bond Debt Service Fund, Revenue Bond Reserve Fund, and the SDC Reserve Fund. There was discussion on how these funds worked and what we are doing looking forward. All were satisfied with the budget so far. Next month we will go over the General Fund Budget. We will go into rate increases in more detail next month, too.

#### **Correspondence: Received –**

Email on the SDAO conference – link for any of the class details.

Government Affairs email on new laws and laws that are changing. Let me know if anyone would like to review this.

#### **Staff Reports:**

**Plant Manager – Cory –** Worked on installing and raising some clean-out boxes this month. We did get our bio solids and I&I reports submitted for the last year. We did just receive our split sample report from our DEQ inspection from 2024, all was within tolerance. There was some discussion on how this was processed. Cory

and Martin did pull our #3 pump apart in the main lift station this month and pulled out what was clogging it. They also did this for the Jetty lift station as a pump was clogged there too. In addition, we built some concrete forms for the cleanouts so they are easier to find and less likely to be messed up. Ron asked about the cutouts on Washington St. Cory informed us that this currently is not affecting us.

**Office Manager – Jennifer** – I took a class with Paychex on “No Tax on OT”. After meeting with Pacific Office, I ordered a new copier and signed a new 5-year lease. We are getting a newer version of what we have and the lease will be a couple of dollars less – from 165 to 163 monthly. The new copier will be here next week. We did talk about a folding machine too. Those are actually expensive to lease – most likely, because they do not last long. Holding off on that for the moment. Next Monday is a holiday for us and the office will be closed.

**Board Concerns** – Jerry B asked what our annual rainfall was for 2025, since we are currently monitoring that. Cory will check the numbers for the 2025 year, but we did have 22” in one-week span for December alone.

**Motion to adjourn Jerry S, seconded by George B, the meeting adjourned at 10:35 am  
Next meeting: March 12, 2026, Thursday @ 9am**

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**Ron Hemberry, Board Chairman**

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**Date**