



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

MINUTES

Board Meeting March 10, 2022

Board Members

- | | |
|-------------------|---------------------------|
| 1) Richard Seward | V/C |
| 2) Joann Baker | Secretary |
| 3) Jerry Berndt | Treasurer |
| 4) Ron Hemberry | Chairman / Budget Officer |
| 5) Jerry Stanfill | Board Member |

Staff

- | |
|---------------------------------|
| Joe Nemeyer, Plant Mgr. |
| Cory Perkins, Plant Operator |
| Jennifer McHugh, Office Manager |

MEETING CALLED TO ORDER 9:00 A.M

Roll Call by - Ron Hemberry

Richard Seward was not in attendance – everyone else was here.

MINUTES: Members read Minutes for January 13th meeting – Approve Minutes

Motion to approve Jerry S 2nd Jerry B, motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4805-4822**

Motion to approve Jerry B 2nd Jerry S, motion carried

Committee Reports:

Safety Comm. (Richard)-- *Joe reported – all is good – no accidents or incidents to report*

Old Business:

- **Electronic Billing** – The handout I gave you today shows the last 3 months of deposits with also deposits and invoicing totals for this FY. To date we have invoiced a continuing FY total of \$479,088.03 and we have received in a total today FY to date \$460,727.71.

So that is **97% of amount invoiced has been collected for our FY** so far.

- **SDIS Best Practices Program** – has not come up yet on the SDIS web site – it does say it will be up in the spring on 2022. I will check checking on it. As for **Duties of Board Members** Jennifer will research our Policies to see what needs to be update – will discuss more at a later date.

- **Budget Committee Members** – We have 4 confirmed members so far. Ron added one more name to the list, Mike Kingsbury. Jennifer will send out a letter/email inviting then to the April meeting.

- **House with the easement Issue** - Letter – I contacted SDAO for help with this. I went from SDAO Legal to Consulting Services and I am working with the Cable Houston LLP Legal counsel who help with these issues. – Laura Westmeyer. She has advised we need Legal (Cable Houston or our legal) to process a Simply Encroachment Permit.

The cost of this with Cable Houston to do it is \$300 an hour, with an estimate of 2hrs.
Discussion from the board – We have an attorney under contact – Albright Kittell PC. Call them and go from there.

New Business:

- **Budget –**

IN THE MEETING PACKET REPORTS – handed out for extra information in updating the Budget

Revenue & Expenditures – Budget vs Actual (July 1, 2021 – February 28, 2022)

Revenue & Expenditures – Last Month & Year to Date (February 2022)

Statement of Financial Position as of February 28, 2022

Also handed out the Draft Budget for the Board. There was an explanation of the April meeting on what we will be doing and presenting with the public budget committee.

Went over the Draft Budget and through the General Fund and explained some budget changes and adjustments. Went over the rest of the 4 more tabs.

Did touch on a little about internet services being poor at times, but this may need to be added to a future budget. (Costs are currently too high to switch and bring in a new service to our building so far from Hwy 101)

Correspondence: none

STAFF REPORT

Plant Manager – Joe – Smoke testing north of Spring Lake is done. Generator repairs are complete. The Trees over at Pine View Station we will need to remove and the ball is rolling; the tree folly has inspected and gave us a quote, we have also talked to the home owner.

Office Manager – Jennifer – **Class Jerry and I took** from the Conference on **Budget and Finance** was informative, I think we both learned from it.

I am also taking a Class with Accuity on Fridays through the month of March **Budget and Audit Prep**.

It is a half an hour Webinar Series on Fridays.

Vacation Days – I would like to take a couple of vacation days at the end of April

April 26, Tuesday – April 28, Thursday

I am going to Florida to our DIL's graduation ceremony that week.

One more thing that I am researching – the invoices I send out have the service address on them, we have a customer that noticed his service address is not a property he owns.

In my research it appears he called in to say he purchased a condo, but his name and contact info was adding to someone else's property. He has been paying for sewer on someone else's property since 10/2020 and the owners have not been invoiced. I have sent a letter to the actual owners and waiting for them to respond (no Phone #). We will need to do a refund the error and invoice the actual owners.

Board Concerns – none

Motion to adjourn the meeting at 10:25am
Next meeting: April 14, 2022, Thursday

Ron Hemberry
Board Chairman

Date