



Twin Rocks Sanitary District  
PO BOX 69  
Rockaway, OR 97136

## MINUTES

Board Meeting September 9, 2021

### Board Members

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

### Staff

Joe Nemeyer, Plant Manager  
Jennifer McHugh, Office Mgr.

**MEETING CALLED TO ORDER** \_\_\_9\_\_\_ A.M –

**Roll Call by Ron Hemberry** - All present

**MINUTES:** Members read Minutes for August 12<sup>th</sup> meeting – Approve Minutes  
Motion to approve Jerry B 2<sup>nd</sup> Jerry S, motion carried

### **FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **4709 - 4729**

Motion to approve Richard 2<sup>nd</sup> Jerry B, motion carried

### **Committee Reports:**

Safety Comm. (Richard)-- *No incidents to report All is good.*

### **Old Business:**

- **Personnel handbook** update – It was finalized at the last meeting and now Ron Hemberry signed it as approved.
- **Electronic Billing** – Starting with 539 invoices sent out July 1  
Added 12 more during the month of August that were fixes from the past errors  
Total of 551 invoices for the July Quarter  
Total amount invoiced was \$197,112.99 expected revenue

Received in so far –

July \$159,963.16 81% 342 customers 62% of accounts invoiced

August - \$13788.20 7% 78 customers 14% of accounts invoiced

September – \$3059.80 1.5% 21 customers 3.8%

- **Audit was moved to August 26<sup>th</sup>** – update Jennifer – all went well, just the couple of minor infractions that we most likely have every year as a small municipality with only one office person. They should be sending something soon to the board.

## New Business:

- **Banking** – Checking Account with Umpqua - Signers. List at the bank needs to be updated. Current signers are: these 7  
Ron Hemberry, Joann Baker, Jerry Berndt, Richard Seward, Sheila DeMartino, Gary Albright, Joe Nemeyer  
We need to take off: Sheila DeMartino and Gary Albright  
Jerry Berndt, motioned; Richard Seward, seconded. All agreed – unanimously  
We need to add: Jerry Stanfill (Jerry said he turned his signature form into the bank at least 3 weeks ago.  
Jerry Berndt, motioned; Richard Seward, seconded. All agreed – unanimously  
Jennifer McHugh is now on as an Authorized User – all agreed – unanimously
- **Add to Banking** – Jennifer did talk to Ryan (the bank manager) yesterday and got some different info on the “Remote Deposit Capture set up” digital check scanner. They do offer it and will get me in touch with the correct person.
- **Jerry Berndt brought up a concern to New Business** – We should think about pushing forward with bringing on Cory as Full Time. Joe is retiring in little more than a year and we need to have someone in place well before that happens. We have budgeted for this to happen. Even if we need to offer a sign on bonus.  
**Joe** – A replacement should be in place and full time a full year to work all four seasons, this is an industry standard. Cory Perkins is already licensed and accredited, both his family and his wife’s live here in the community. He is currently working nights full time at the Creamery and here part time. He is making about \$30 an hour at the creamery, so we need to offer him something substantial to make it worth his while. Jeff Sohier will be retiring soon too. At the class he took in Seaside last month he learned how everyone is crying for people and just can’t get the help.  
**Board** – Richard thought Cory should start at Joe’s 6-month mark left to retirement. Jerry B. thought we might lose Cory all together by then. Ron - Lets set up a committee and go from there. Joe Nemeyer, Jerry Berndt, and Jerry Stanfill will be on the committee with Jennifer taking notes. All agreed – Unanimously. First meeting will be Monday September 13<sup>th</sup> at 11:30am. Ron also added that Cory should come to the next Board meeting and we could schedule the time around his Creamery schedule.

**Correspondence: None**

## STAFF REPORT

**Plant Manager** – *Joe* – Things are good right now. There was an issue with the Park generator has been resolved, but will need to replace that pump within the next year or so for an improved one to keep up with the demand for the park. We had our calibrations done and everything is good. The outside lighting here will need to be replaced. He is ordering LED lights that will last longer and be more energy efficient. They will be between \$500 to \$700 each. All agreed – this should be done. Did inspect Larry Olander’s sewer for his new connection – all is good for us there.

**Office Manager** – *Jennifer* - fixed the phone. Called Century Link and set up the voice mail  
It was in the package that we are currently paying for but did not select to use it.

It is now all set up and when someone calls in you will not get that busy signal or like the line is dead sound. It will now just go to voice mail if I am on the phone.

I have been calling on accounts to collect payments.

Making sure all the emails went through

Making sure the accounts are correct

for instance, I called someone on Tuesday – she told me she couldn't understand why we were still sending her invoices when she called in January to tell us she sold her house.

..... called Ticor, they sent me the deed and the new owners contact info.

Motion to adjourn the meeting at 9:45a

Next meeting: October 14, 2021