



Twin Rocks Sanitary District  
PO BOX 69  
Rockaway, OR 97136

### Agenda

Board Meeting July 8, 2021

#### Board Members

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

#### Staff

Joe Nemeyer  
Jennifer McHugh, Office Mgr.

**MEETING CALLED TO ORDER** \_\_\_\_\_9:00\_\_\_A.M – **Roll Call**

**MINUTES:** Read Minutes for June 10, 2021 – Approve Minutes?

Motion to approve \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

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

Approval of Bills and Financial Report – Checks # **4660** - **4678**\_\_\_\_\_

Motion to approve \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

#### **Committee Reports:**

Safety Comm. (Richard)--

#### **Old Business:**

- Personnel Handbook Update  
*The copy that Joe had was also 2007. I found a revised 2016 copy in the older computer in the office and emailed to Joann  
Benefits portion needs to be revised*
- Digital Check Processing machine from the bank  
*I (Jennifer) checked with the bank on 6/17 when I was there, I asked the teller about. She would have someone call me ...*
- Filing Budget with the county – Jennifer did get with Teri. Have all the forms. The Resolution has been filed with the county. Do need to finish up the liens to send to the county (LB-50), County end date is July 15<sup>th</sup>.
- Electronic Billing. How did the July quarter go.

#### **New Business:**

- Swearing in Newly Elected Board Members. Ron was re-elected and Jerry Stanfill
- Raises for Employees (Joe, Corey, and Jeff) Cost of living increases

## Correspondence:

### **Budget Calendar Dates for 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 25<sup>th</sup> and January 28<sup>th</sup>- 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 11<sup>th</sup> Board meeting—**Done on 2/11/21**

**March 11, 2021** Appoint Budget Officer & Committee

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

April 1<sup>st</sup> 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 8<sup>th</sup> 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 **contacted county, end date is 7/15/2021**

### STAFF REPORT

Plant Manager --

Office Manager—

Board Concerns--

Next meeting: August 12, 2021