

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

**MINUTES**

**Board Meeting – July 11<sup>th</sup>, 2024**

| Board Members     |                       | Staff                           |
|-------------------|-----------------------|---------------------------------|
| 1) George Bean    | Board Member at Large | Cory Perkins, Plant Operator    |
| 2) Joann Baker    | Secretary             | Jennifer McHugh, Office Manager |
| 3) Jerry Berndt   | Vice-Chair            |                                 |
| 4) Ron Hemberry   | Chairman              |                                 |
| 5) Jerry Stanfill | Treasurer             |                                 |

**MEETING CALLED TO ORDER** 9:00 A.M

Roll Call by - Ron Hemberry All present

**MINUTES:** Members read Minutes for **June 13<sup>th</sup>** meeting – Approve Minutes

**Motion to approve Joann 2<sup>nd</sup> Jerry B motion carried**

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

**FINANCIAL REPORT & AUTHORIZATION OF BILLS:**

Approval of Bills and Financial Report – Checks # **5282-5293, EFT, and ACH payments**

**Motion to approve Jerry S 2<sup>nd</sup> George B motion carried**

**Committee Reports:**

Safety Comm. (Cory)—All the fire extinguishers were serviced, everything looked good.

**OLD BUSINESS:**

- **Electronic Billing – July Quarter – and End of Year** – Presented the end of year A/R as of June 30<sup>th</sup> we were at 100%, last year’s liens are in this years A/R. This year we have 10 customers with a total of \$6,810.42 for the LB-50 going to the county. 6 of the 10 were on last year’s list. For the last quarter Budget vs. Actuals for the end of the year - Cory’s report for the plant did great, Office is on target, payroll was also on target. The whole report looks good, I have a few things to check on with Dena for closing out the end of the year & reports before the audit. July Quarter we are at 42% collected for July 1 to today, last July 2023 we were at 38%. From the 49 annuals we have 19 left to pay. Barview Jetty and Twin Rocks Friends Camp are two big annuals for July, with Friends Camp paid already. We look good so far starting the new FY.
- **Voting board member positions.** There was some discussion if you want to do this every year or not. **It was decided and then motioned by Joann and seconded by Jerry B - that in an Election Year if anyone wanted to change their position or there is a new board member or an incumbent re-elected from the county election, we would do a new vote for positions in the board. This will be on the agenda every July in an election year going forward. All voted unanimously.** The next election for board members will be next year 2025 for Ron and Jerry S.

- **Last to do for the budget is the LB-50** – Ready to submit for the 7/15/2024 deadline.
- **Update on the Plant - Blower Project, and Lift Stations – Cory** – We did receive the bill from Advanced Excavation for the installation of the Blower. We are still waiting for one part. When we have that we will be done and will pay the final invoice to them for the Blower installation. We have started it and it works great. Once done we will contact TPUD to complete the energy rebate.
- **Security of the Plant – Cory** – We have set the camera up at the gate now and it is working well. All the pictures are saved on the internet and we can view at any time. He did show us on the boardroom computer how the pictures show up. We will purchase new signs for the gate/shop for camera surveillance. SDAO has a Security Grant we may also want to look into.
- **On-line class for the Board for Best Practices** – We received an email from SDAO that the class on public meeting law training for our board members will be ready soon. We are under the threshold for the new State requirements for board members in the HB 2805 for taking a public meeting law training class that is required by the state, but we need this class only for best practices right now. Jennifer will keep the board informed.

### NEW BUSINESS:

- **Employee Pay and Retirement** – History 2023 – 8% increase and retirement +8% too, 2022 - 10.5% increase, 2021 was 4%, 2020 was 3.5%, 2019 was 3.5%. Since we don't really do an individual performance reviews for us each year, Cory and Jennifer are always at this annual board meeting discussing pay rates with the board. At this board meeting did we discussed each employees' merits and accomplishments from the year and that discussion will be added to their personnel files. There were motions on each employee this year as follows:  
 Jerry B motioned to increase **Jennifer's rate** of pay 3.2% COLA plus a \$5.00 an hourly increase, Jerry S seconded, all voted unanimously.  
 Jerry S motioned to increase **Cory's hourly wage** by \$5 plus COLA's 3.2%, George seconded. All voted unanimously.  
 Jerry S motioned to increase **Martin's hourly wage** \$2.50 plus COLA 3.2%, George seconded. All voted unanimously.
- **Employee Handbook**- Jennifer is working on this.

### Correspondence:

**SDAO and the OR Employment Dept.** – email on Senate Bill 1515 on PLO and OFLA

**Tillamook County meeting** on the June 27<sup>th</sup> about sewer services - Cory did get with Roy from Bay City public works as he did go to the meeting. Roy stated that they were really only focused on Beaver and Cloverdale as they are really struggling finding employees there.

**19245 Hwy 101 N** – Mary from Rockaway Beach, Planning returned my email asking about this property. She sent me all of the permits for zoning that RB signed off on 11/2023 for a food cart.

### STAFF REPORTS

**Plant Manager – Cory** – We did well during the 4<sup>th</sup> of July holiday, we did 140k gal. and typically run about 100k gal. Transfer switch controller has been replaced that we talked about last month. We are cutting down brush around the edge of the plant. Repaired the headwork’s, water valves. I have been working with the county as they are paving in our area on 3<sup>rd</sup> and Ocean making sure not to get our manholes covered.

**Office Manager – Jennifer** – I had a meeting with Streamline this week on the legislative changes with websites that are from the DOJ and State. There are now a lot more requirements for ADA compliance on Websites and Streamline has made their adjusts that will help us stay compliant. As soon as they have the updates loaded, we will know if the PDFs on our site are still in compliant. If they are – great. If not – they will give us resources for me to research and become an expert on PDFs for compliance and/or to be able to send our PDFs to a partner they are working with at a cost to fix our PDFs. With all the new legislative updates that Streamline has done does also come with a price. Their annual fee for us will now go from \$1,512 annually to \$2,088 annually in October – an increase of 33%. We do have enough in the budget for this.

Postage stamps are going up 5% on July 14<sup>th</sup> from 68cents to 73cents so I ordered 3boxes of stamped envelopes.

I am planning on taking a couple of day at the end of the month–the 24<sup>th</sup> and 25<sup>th</sup>  
And I will be taking a whole week in August to see our new grandbaby.

**Board Concerns** – Jerry S brought up - what we would be if something would happen to Jennifer and she would be unable to work. There was discussion on this, but with the job at part-time there is not currently enough work to hire another officer person. This is a tabled discussion.

**Motion to adjourn Jerry S, seconded by Joann B, the meeting adjourned at 10:50 am**  
**Next meeting: July 11, 2024, Thursday**

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Ron Hemberry, Board Chairman

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Date