



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

**MINUTES**

Board Meeting March 9<sup>th</sup>, 2023

**Board Members**

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

**Staff**

Joe Nemeyer, Plant Operator  
Cory Perkins, Plant Operator  
Jennifer McHugh, Office Manager

**MEETING CALLED TO ORDER** 8:57 A.M

**Roll Call by - Ron Hemberry; not at this meeting were Richard Seward, and Joe (off)**

**All else were present**

**MINUTES:** Members read Minutes for **February 16<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 # **5033-5045**

Motion to approve Ron & Jerry B 2<sup>nd</sup> Jerry S, motion carried

**Committee Reports:**

Safety Comm. (Cory)-- *all is good*

**Old Business**

- **Electronic Billing – January Quarter and Financial Reporting** – We are currently at 97% collected to date today of all invoices this FY. March 2021 we were also at 97%. We do still have outstanding the SDC invoice for the duplex on Washington. All the other SDC invoices have been paid. Doing well for this quarter.  
We do have 9 SDCs invoices paid this year that are still in construction with the potential of more homes with sewer fees next FY.
- **Tillamook County Election Information** – don't forget to watch these dates for those that have terms ending. March 16<sup>th</sup> is the last day to file for Candidate forms with the county clerk. If Richard will not be rerunning this year, Jerry B said that his neighbor George Bean may be interested.

**New Business**

- **Budget Committee and Budget Officer.** Troy Taylor has confirmed by email that he will be on the committee. Jerry B confirmed with Carla, Joann has confirmed with George Baker, Ron will confirm with Mike this week. We will have 4 confirmed Committee members with Mike. And Board Members we will have 4 confirmed to be in attendance.

**Budget Office Election- Jerry B moved to retain Ron Hemberry as Budget Chairman. Joann seconded – all voted unanimously.** There was some discussion on what will happen at the next meeting.

- **Review the Draft Budget – Sewer Fee vote on increase or not?** Handout on what an increase will look like with a 2% increase as suggested by USDA in 2009. We have not increased the rate since then and in 14/15 we decreased the fee. With inflation, the increase cost of services, items and gas, and Merchant Service Fee increases, with more customers using credit cards as payment and we are not passing on the credit card fees to our customers. In a few years we will also need to dredge the ponds. There was some discussion with this 2% increase and with increasing the fee through the next few years. All agreed it needed to be increased.
- **Jerry B motioned to increase 2% this next FY – Jerry S seconded. Voted unanimously.** Joann asked if we need to communicate with a letter. Ron said we don't, but it is on the bottom of our invoices since that started this FY that says we had not had an increase. Jennifer will change that note on the invoice to read per this resolution the fee has increased this next FY.
- **Discussed to add a rate for Food Carts in the Rate Schedule** since they are very popular now.  
Food Cart – Only Food Prep (same as RV Park No Sewer) – EDU .25  
Food Cart – Food Prep with a Fryer (same as RV Park Full Hookups) – EDU .4  
Ron – make sure if someone is getting a Food Cart permit we have something in it that has they must comply with all Health Codes. We do already have a Public Restroom – EDU .25  
**Ron advised we don't need a vote on this; everyone agreed it was good to have it on the Rate Schedule.** We will discuss the EDUs at the camps and motels at the next meeting.
- **Draft Budget and Internet solutions** – Two options -- Spectrum with new cable internet will be 21K; with Spectrum paying 8K of the 21K and we would end up paying 13K just for install. This will give us 300 download speed and 100 upload speed. With about the same monthly fee as we are paying for CenturyLink DSL with 10 download and 1 upload speed. Or Fiber Optic with Astound – 200 download and 200 upload speeds with no money down for construction but the monthly will be more (\$528 monthly). Jennifer proposed that we have a “building internet and phone” instead of Watseco paying for phone and internet and us paying phone and internet. **With fiber optic we will be able to add Watseco's phone and internet and save her money and we would be able to charge her \$150 monthly for phone and internet. This would be a service we would provide in the leased office to Watseco. With the upload speeds, this will help a lot with sending out our online/emailed invoices.**  
**Motion – Jerry B, Joann seconded – all voted unanimously to go with Fiber Optic with Astound and to include Watseco's phone and internet as a “Building Provider” with an addendum to their lease.** We will have a 14-week construction from start to finish. Jennifer will update on this as the process goes.
- **Going over the General Fund in the Draft Budget** – Went over the figures with the General Fund with previous 2 years of actuals, last year's budget, and our projected of what we should expect to spend for the rest of this year. Then what we will be budgeting for 23/24 budget. We went over revenues & receipts, then Personnel Services, the Materials & Services. All changes were discussed. Cory added that we should always have 2 plant operators and the **plant laborer**

position will still stay on the books in the budget even though it is not a filled position at this time – **all agreed it should stay.**

Jerry B mentioned we should keep paying **Joe's insurance** as long as he is working here, whether it is part-time or full-time, as long as he is working here. **All agreed, at this time.** Health insurance for Jennifer and Cory should go down in July, average age without Joe in our group coverage will be lower, so our insurance will be lower. Bonus to stay the same.

**Office Furniture is a Capital Outlay** – building and property for this current year. All agreed with the last month's meeting (February) it was ok to spend in this FY and for Jennifer to get quotes and order Office Furniture.

**Plant numbers – Cory added and moved money according.** All agreed with his figures and agreed for him to start purchasing back up pumps for the lift stations in the next FY budget and continuing these purchases for all the lift stations in future years to have a backup pump in all the lift stations. Jerry B asked about our **work truck**, when would it need to be replaced? 2013 Ford, Cory advised we do keep up regular maintenance on it, it should be good for another 5 or more years. **Outflow inspection** will be done every 2-3 years, last done summer 2021.

We went over the **next 3 funds for the budget.** The new **blower project** will come out of the SDC Fund in its Capital Outlay Fund. We have 2 other Reserve Funds and then a Catastrophic Fund also. Budget is looking good today. Jennifer is taking a budget classes the next couple of weeks with the Department of Revenue with Oregon. We also discussed how we are currently paying out vacation time – use it or payout – and how employees cover each other when on vacation. **There was some discussion on the hours of the office** – all agreed the duties of the office person are fine for a part-time position and it is ok for Jennifer to add time as needed when she is working on a project or to catch up with everything before/after she takes any time off.

- **Jerry S – will go check on Richard Seward** after the meeting and check if he is going to apply for re-election.

**Correspondence:** Letter for Umpqua on the merger with Umpqua and Columbia Bank.

### **STAFF REPORT**

**Plant Manager – Cory** – February DMR signed and submitted. Asked Absco for an updated bid on the blower we will be purchasing from them instead of the engineering company as you approved last month. He purchased a new toolbox for the shop to straighten things up in there. EC came and installed the new plug we needed for the samplers. Hach serviced our CL17s that record our chorine. We had a plugged-up line at 1063 Coral that we cleared and we may need to scope that.

**Office Manager – Jennifer** - I came in on Friday last week to work on the budget. I fixed my QBs to Excel issue and can export now. I am taking a budget class coming up. I am taking a trip in May that I am planning now and will take a couple of vacation days then. I will remind you when it is closer. Don't forget to turn in your candidate application before the due date.

**Board Concerns** - none at this time

**Positions up for re-election 2023**

Position 1 – Richard Seward, serves as Vice Chairman

Position 2 – Joann Baker, serves as Secretary

Position 3 – Jerry Berndt, serves as Treasurer

**Motion to adjourn Jerry S, seconded by Joann the meeting adjourned at 11:30am**

**Next meeting: April 13<sup>th</sup>, 2022, Thursday**

**Budget Committee Meeting and Board Meeting to follow**

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Ron Hemberry  
Board Chairman

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Date