



**Twin Rocks Sanitary District
Budget Committee Minutes
April 11, 2024**

Call to Order 8:59am am

Budget Officer – Ron Hemberry

Roll Call:

Budget Committee Board Members Position

George Bean		<u>1</u>
Joann Baker	Video Conferencing	<u>2</u>
Jerry Berndt		<u>3</u>
Ron Hemberry - Budget Officer		<u>4</u>
Jerry Stanfill		<u>5</u>

Budget Committee Appointees

Position

Public Committee Members have a 3-year term

Carla Albright	Not in Attendance	1	Term Expires 2024	New Term 2027
Troy Taylor		2	Term Expires 2024	New Term 2027
George Baker	Video Conferencing	3	Term Expires 2024	New Term 2027
Kath Bean		4	Term Expires 2026	
Mike Kingsbury		5	Term Expires 2025	

Twin Rocks Sanitary Staff in Attendance

Jennifer McHugh – Administrative Manager
Cory Perkins – Plant Operator

All were in attendance, but Carla Albright

Reading and approval of the Budget Committee Minutes from April 13, 2023.

Motion to approve minutes by Mike K 2nd by Jerry S Motion carried

Vote a new Committee Chairman – George Baker nominated Troy Taylor, Jerry B Seconded, all voted unanimously

Reading of the Budget Message. Read by Ron Hemberry (Budget Officer)

Receive the Budget Documents. *Packet includes – Title page, agenda, last year’s minutes, budget calendar, packet about rate increase (Rate Sheet old and new, chart with rates and comparison for 2% increase amount, Camps and Motels Breakdown, Copy of current and new invoice), Draft Budget, Resolution 23/24-9 (for rate increase, second reading), Ordinance 23/24-1 (second reading).*

After Ron read the Budget Message, we discussed and went through each of the different funds of budget with the LB-1 that will be posted in the Herald. There were some questions on the Budget by Board Members and Committee Members. All questions were answered to satisfaction. The Budget was presented in depth

during the March Board Meeting to the Board. Jennifer is also available to answer questions after the meeting individually or call and come in during business hours.

(Committee Chairperson – Troy Taylor) – No changes to be added to the Budget.

Motion by George Baker and seconded by Jerry B - voted unanimously by the Budget Committee and Budget Committee Board Members to recommend that the Board adopt budget as it was presented today.

Invoices and discussions – we changed the notice at the bottom of the invoice starting with the April 2024 invoicing with the new Resolution advising of our new rate increase. We went over how the new rate increase looks with the new rate sheet and the current year rate sheet, camp and motel breakdowns, EDU explanations and total amount of accounts with total EDUs we are charging fees to currently.

New Improvements for the Plant were discussed – This year we upgraded our internet from DSL to Opti fiber, new improved website, added a new blower to the plant, and updated our SCADA system.

Resolution 2023/2024-9 for our sewer rate was read for its second reading - The Committee agreed the rate increase was acceptable at this time. The board motion and voted on this resolution at the March, 2024, Board meeting - Ron Hemberry and Jerry Berndt signed the resolution.

Second Reading of Ordinance 2023/2024-1 – What an Ordinance is, was explained. First reading of this ordinance was 1/11/2024. This is an updating of our Ordinance 93-2, adopted 3/10/1994, and Ordinance 2009/2010-1, adopted 11/12/2009. The new ordinance was read and each section was explained. There was some discussion, all questions were answered to the satisfaction of the board and committee. The ordinance will be signed and notarized at the May board meeting. Then it will be certified with the County of Tillamook.

Public input. (Committee Chairperson – Troy Taylor) – no other input at this time, Troy did say we have taken a lot of steps forward from previous years.

Any suggestion for changes to the Budget as proposed, will be heard at the Budget Hearing & Summary Meeting on May 9, 2024 at 9 A.M. Ron thanked everyone for coming.

Motion to adjourn meeting by Jerry S 2nd Jerry B Motion carried
Adjourned 10:13am

Next Meeting: Hearing & Summary Meeting May 13, 2023 at 9 A.M.

Next Budget Committee meeting – April 10, 2025



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

MINUTES

Board Meeting – April 11th, 2024

<u>Board Members</u>		<u>Staff</u>
1) George Bean	Board Member	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 10:18 A.M

Roll Call by - Ron Hemberry Joann Baker attended virtual

MINUTES: Members read Minutes for **March 13th** meeting – Approve Minutes

Motion to approve Jerry B 2nd George B motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **5231-5241, EFT, and ACH payments**

Motion to approve Jerry B 2nd George B motion carried

Committee Reports:

Safety Comm. (Cory)— took care of some trip hazards with concrete and some holes were filled in.

OLD BUSINESS:

- **Electronic Billing – April Quarter –** Added new invoicing for the Washington Duplex and the new garage on Minnehaha. 10 days after sending out invoices for April of \$96K, our AR is at \$52K for April invoicing, \$10K for over 90days, and a total left to collect for the FY so far is \$63K. Total for the FY is 90% collected. **I did send letters to update sewer needs for the camps - Shorewood (last updated 2016), Barview County Park (last updated 2016) and Friends Camp (last updated 2011).** Each of them has called or met with me to discussed the total EDUs they have. All are now updated with us for their next annual invoicing. Magruder was updated in January.
- **We also have a customer to discuss who wanted to stop their sewer service invoicing -** they don't live or stay in this house; they were only using it as storage for the other properties they own. They did shut off the water with RB. At first, I said yes, but realized I was in error and mailed a letter that included section 7 of our Ordinance 93-2 – to disconnect sewer service invoicing you must disconnect and cap off the line going to the house. Then that needs to be inspected by us. They are still responsible for the sewer service invoice. The board agreed with my letter and confirmed the sewer line must be disconnected and capped off to stop the sewer

service fee to stop. They only suggested I should resend the letter as certified mail to make sure she has received the letter.

- **Budgets vs. Actuals for Quarter 1 – 3 ending March 31, 2024** – Payroll portion looks good at 60.2%, Office Expenses look good at 61%, plant expenses are a little high on plant repair but he is usually high at the end of the year. The only thing on the 36-page Budget vs. Actuals report that is off some in the budget is income, we have not collected any SDC fees as there were no New-Builds started so far this year. The total income is at 50% collected in the budget vs. actuals.
- **Update on the Plant - SCADA System, DO Probe, Blower Project, and Lift Stations – Cory –** The SCADA system is completed and running. **Blower** is installed and piped in; we are only waiting on some electrical parts. This project is close to finishing. **Do Probe** is installed and most of the conduit is done on the aeration basin. **The general transfer switch** that is being replaced, was approved to order at the last meeting, cost is \$7,539. It has been ordered. **North Lift Station pump** - in March the pump went out and was replaced with the spare pump, we had for it; we discussed to either repair the bad pump for spare or replacing the spare pump that with a new spare. Cost to repair is \$7,900 and a new pump is \$9,300. There was some discussion on how and why we have spare pumps. Pumps should last 20 years when serviced annually. We do have a service quote for these 4 Wilo pumps we have for \$3,350 total a year. Cory advised we should buy the new spare one for the North Left Station and start the Wilo Service Contract for annual servicing. In 2010 all the lift station were updated with new pumps and we are at 15 yrs now, this is the first pump we are replacing and last year we started purchasing spare pump with two pumps (North and County Park) of the 4 spare pumps needed. This year we planned to purchase for the South and the Jetty. The South pump has been ordered per our plan, but we will now hold off on the Jetty pump with the added cost now for the North pump spare. **Jerry B. motioned to approve purchasing a new spare pump for the North Lift Station for \$9,336, Jerry S seconded, all voted unanimously.**

NEW BUSINESS:

- **Spring 2024 News & Risk Management Review – (Highlights) Conference 2024** – there was 725 people in attendance, Thursday the pre-conference day was one of the busiest they had seen with over 200 people. The next conference will be Feb 6-9, 2025 in Bend.

Correspondence: HR Answers sent us a Clarification of Paid Leave OR (Oregon Leaves Law) changes on senate Bill 1515 amends OFLA so it does not overlap PLO. We can't use OFLA anyway we are too small so this does not affect us.

STAFF REPORTS

Plant Manager – Cory – nothing else

Office Manager – Jennifer – May meeting I will give you info for the class the board needs to take for Best Practices. Cory and I will give you some options for security systems. I took a class with SDIS on Employee Benefits. I signed up for a 3-part webinar series with Umpqua of Fight Fraud with knowledge. I do take at least one webinar class a month.

Twin Rocks Sanitary District is a Drug Free Work Place and an Equal Opportunity Employer and Provider. Discrimination is prohibited by federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington DC, 20250

Board Concerns – Jerry B asked about the plants glowing in the ponds. Cory said now they are not a nuisance; they are helping the algae grow.

**Motion to adjourn Jerry S, seconded by George, the meeting adjourned at 11am
Next meeting: May 9th, 2024, Thursday, with the Budget Hearing**

Ron Hemberry, Board Chairman

Date