



Twin Rocks Sanitary District
PO BOX 69
Rockaway, OR 97136

MINUTES

Board Meeting December 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 Mgr. |
| Cory Perkins, Plant Operator |
| Jennifer McHugh, Office Manager |

MEETING CALLED TO ORDER ___8:56___ A.M

Roll Call by - Ron Hemberry – All Present

MINUTES: Members read Minutes for November 10th meeting – Approve Minutes

Motion to approve Jerry B 2nd Jerry S, motion carried

FINANCIAL REPORT & AUTHORIZATION OF BILLS:

Approval of Bills and Financial Report – Checks # **4770-4787**

Motion to approve Richard 2nd Jerry S, motion carried

Committee Reports:

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

Old Business:

- **Electronic Billing** – see attachment for Financials notes on invoicing sheet. At the beginning of the **October quarter**, we sent out 541 invoices. By today we have now sent out 548 invoices. The new total for October is \$101,977.94. Today we **have collected 85% money invoiced** We received the money from the county for our LB-50 liens we sent in too For the **October quarter of 2020** at this point 583 invoices were sent out for a total of \$135,033.35 And 91% was collected by this point
- **Audit for FY ending 6/30/21 on August 26th** – From the last meeting I send Accuity everything that they needed signed at the last meeting. And as soon as I have the finalized Audit, I will present it to you
- **Banking** – Jennifer – from the last meeting *the signature cards for all 3 accounts with Umpqua Bank* were all signed. I sent back the forms that everyone updated at the last meeting. We are all set there. So now I have 5 members again to sign checks. Between Joann and myself we did have added to our cking account to pay electronically with ACH from Umpqua from one bank to another bank and it is all set up now for her and myself to use. I paid the **IFA loan** on 11/24 – on time this year because of that. Thank you for getting

that set up, it will help in the future. The **USDA Loan** was also paid before the due date of 12/1 also.

- **Digital Check Processing machine for Deposits** is all set now. I have made 2 deposits so far and it is very easy to do and shows up on the on-line banking right away. Loving it so far. I think it is worth the money and save trips going to the bank. So, in the long run it will save us money that you don't really see with time from both me and Joe.

Showed an example of the Bank Reports that you can process and how I am saving the checks separately for the allotted 90 days. I will keep them for 6 months.

- **Joann asked if there was anyway to tell where we are in respect to the budget?** Yes, there are reports I can print out for the board at each meeting, Before the October meeting Dena gave me 3 reports, I should be presenting to the board each month and I did presented them to you in October. There didn't seem to be any interest in them at that time. But anytime you have a question about it I can show you or print out a Revenue & Expenditures – Budget vs. Actual report for you. Joe did confirm that when he asks for one, Jennifer always gives one to him to verify where he is at with the budget.

New Business:

- **Ron presented Cory with his Sign-On Bonus Check**
- **Christmas Bonuses** – Jennifer - I did look up how this was done for the last couple of years. Last year it was budgeted for \$4500 Joe received 40% and the rest was split evenly between Angela, Cory, and Jeff @ 20% each
This year there is \$5000 budgeted and there is only 3 to divide between it or whatever portion of it. I did figure out for Joe @ 50% and split Cory and I at 25% each
Or Joe at 60% and Cory and me @ 20%. I got this from a spreadsheet that I found of Sheila's on how it was basically figured out in 2019 from a percentage of total wage earnings.
With the board discussion they were thinking 50%, 25%, 25%. Joe brought up that he thought it should be split between the 3 of us equally. **After some discussion Richard motioned to split the \$5,000 Bonus 3 ways, Jerry S seconded – all voted unanimously and approved a 3-way split of the \$5,000 for employee Christmas Bonus.**
- **Holidays for 2022** – Since there is a new Federal Holiday of Juneteenth do you want to add it to the 2022 Holiday Schedule? There was some discussion on holidays, how does it effect your work schedule, other governmental agencies in the area did take it off for 2021. It doesn't really affect us as far as work schedule.
In reviewing the recording, I didn't hear whether this was voted on – will check at next meeting

Correspondence:

- SDAO Conference is coming up in February this year. It will be virtual or in-person. This year it is in Eugene on 2/10 – 13/2021. There was some discussion – Jerry Stanfill is new and the board thought he should go. (Jennifer) I wanted to just do the pre-conference classes and do it virtual on that Thursday, 2/10.

STAFF REPORT

Plant Manager – Joe – We did get done the 3 repairs for leaks; they are all sealed up as best we could. We did have 18 ½ inches of rain last month. We ended up processing 9 million gallons last month and we average about 4 ½ million a month. Everything seems to be going well. Cory has been here and right on top of everything, we are getting along just fine. Zwald is all done with the cleanings, TSR had to leave after a couple of days because there was just too much water. But they will be back after the rains reseed some. Pump Stations are keeping up, but we do have an issue with one right now that the battery back up went out. We are going to start looking for a new one. Last week there was a scheduled outage there and the generator came on fine, when the battery backup came on it is supposed to hold all the readings. The battery backup died and the readings failed to save any of the readings.

When we get a lot of rain like this it 3 – 4 times more than it is during the 4th of July weekend and we need to keep the plant alive and we have just been treating rainwater and is not good at all. We had a high wet well warning that we caused us to come in one night to pump the water out.

Office Manager – Jennifer – Both Holidays for Christmas and New Year’s fall on Saturdays this year, I Taking my Christmas Holiday on Monday 12/27 and my New Year’s Day Holiday on Monday January 3rd I will be here Tuesday, Wednesday, Thursday both of these weeks

Invoicing for January will go out first thing Tuesday January 4th. All approved

Board Concerns – Jerry said the rocks are coming in for the rip rap for Pine Beach. Jerry B said that he thinks it is going all the way down to Shorewood now. Then there was some discussion on this. The county approved it, but the environmental groups turned it down. Dave Farr told Jerry that they decided to start the project anyway.

Motion to adjourn the meeting at 9:37a

Next meeting: January 13, 2021, Thursday

Ron Hemberry
Board Chairman

Date